



# DEPARTMENT OF THE NAVY

NAVAL OCEANOGRAPHIC OFFICE

BAY ST. LOUIS

NSTL. MISSISSIPPI 39522-5001

IN REPLY REFER TO  
NAVOCEANOINST 5450.1A CH-6  
Code 4310  
6 MAY 1985

## NAVOCEANO INSTRUCTION 5450.1A CHANGE TRANSMITTAL 6

From: Commanding Officer

Subj: NAVOCEANO ORGANIZATION MANUAL

Encl: (1) Change Transmittal 6

1. Purpose. To transmit enclosure (1) as a change to the basic instruction. The majority of the instruction has been revised and should be read in its entirety.

### 2. Discussion

a. The most significant change contained in this transmittal is the revision to the NAVOCEANO mission and functional statement. The Commander, Naval Oceanography Command approved the functional statement for incorporation in Change 6.

b. The majority of the changes reflected in enclosure (1) are the result of functional realignments and functional statement revisions which have occurred since the previous change. The older sections were reformatted in order to make them consistent with the revised sections and this resulted in the renumbering of pages and the correction of various minor errors.

### 3. Action

a. Remove and replace Manual pages as specified in enclosure (1).

b. Enter this change in the Record of Change Information Sheet and file Change Transmittal immediately following the information sheet.

  
J.M. SEARS

Distribution:

M  
S

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1985

## CHANGE TRANSMITTAL 6

REMOVE		INSERT	
PAGE	IDENTIFICATION	PAGE	EXPLANATION OF CHANGES
5	CH-1	5	Adds Code 1000 and revises titles of Codes 3000 and 4000.
0910-1 through 0910-3	Original	0910-1 through 0910-3	Minor corrections.
0920-1 through 0920-3	Original	0920-1 through 0920-3	Clarifies definition of staff and use of group and desk.
0930-1 through 0930-6	CH-5	0930-1 through 0930-6	Revises listing of organization titles and codes.
0940-1 through 0940-6	Original	0940-1 through 0940-3	Revises mission and assigned functions for the Office.
0950-1 through 0950-2	CH-5	0950-1 through 0950-2	Revises organizational chart of Code 00.
0950-3 through 0950-10	CH-5	0950-3 through 0950-9	Deletes the responsibility statements of Codes 007 and 008; and revises title of Code 024.
		1000-1 through 1000-2	Realigns organizational chart of former Code 4300.
		1000-3 through 1000-6	Establishes Codes 1000, 1001, 1002, 1010, and 1020, realigned from former Code 4300; revises responsibility statement of Code 1000; and revises duties of Codes 1001, 1002 and 1010.
3000-1 through 3000-2	CH-5	3000-1 through 3000-2	Revises organizational chart of Code 3000.
3000-3 through 3000-7	CH-5	3000-3 through 3000-8	Revises responsibility statement of Code 3100; deletes duties of Code 3100; establishes Codes 3101, 3102, 3103, and 3104; revises responsibility statement for Code 3200; and abolishes Code 3400.
4000-1 through 4000-2	CH-5	4000-1 through 4000-2	Revises organizational chart of Code 4000.
4000-3 through 4000-22	CH-5	4000-3 through 4000-17	Deletes duties of Code 4000, revises duties of Codes 4002, 4411, and 4412; deletes Codes 4300, 4301, 4302, 4310 and 4320; revises title and duties of Code 4422; establishes Code 4423; revises responsibilities and duties of Code 4500; abolishes Codes 4510, 4520, 4521,

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## CHANGE TRANSMITTAL 6

REMOVE		INSERT	
PAGE	IDENTI- FICATION	PAGE	EXPLANATION OF CHANGES
			and 4522; revises title of Code 4602; revises responsibility statement of Code 4700; and revises title and duties of Code 4702.
5000-1 through 5000-2	CH-3	5000-1 through 5000-2	Revises organizational chart of Code 5000.
5000-3 through 5000-10	CH-1, CH-2, and CH-3	5000-3 through 5000-8	Revises responsibility statement of Code 5000; revises duties of Code 5003; revises responsibility statements of Codes 5100 and 5200; revises title and duties of Code 5210; revises duties of Code 5220; revises responsibility statement of Code 5400; and, revises duties of Codes 5410 and 5430.
6000-1 through 6000-2	CH-5	6000-1 through 6000-2	Revises organizational chart of Code 6000.
6000-3 through 6000-9	CH-5	6000-3 through 6000-11	Establishes Code 6002; revises responsibility statement of Code 6110; revises duties of Code 6120; revises responsibility statement of Code 6200; revises duties of Code 6210; revises title of Code 6211; revises duties of Codes 6220 and 6222; abolishes Code 6223; revises responsibility statement of Code 6300; revises duties of Codes 6310, 6311, 6312, and 6320; revises responsibility statement of Code 6400; and, revises duties of Codes 6410 and 6420.
7000-1 through 7000-2	CH-5	7000-1 through 7000-2	Revises organizational chart of Code 7000.
7000-3 through 7000-14	Original and CH-5	7000-3 through 7000-15	Revises responsibility statements of Codes 7000, 7002, and 7100; and, revises duties of Codes 7110, 7111, 7112, 7113, 7114, 7210, 7211, 7212, 7213, 7214, 7220, 7221, 7230, and 7331.
8000-1 through 8000-2	Original	8000-1 through 8000-2	Revises organizational chart of Code 8000.
8000-3 through 8000-16	Original, CH-2, and CH-4	8000-3 through 8000-16	Revises responsibility statement of Code 8200; revises duties of Codes 8220 and 8222; establishes Code 8223; and retitles Code 8430.
9000-1 through 9000-2	Original	9000-1 through 9000-2	Revises organizational chart of Code 9000.
9000-3 through 9000-7	Original and CH-5	9000-3 through 9000-7	Revises responsibility statement of Code 9300.

SECTION 0910  
ORGANIZATIONAL CRITERIA

## ORGANIZATIONAL CRITERIA

### REQUIREMENTS OF ORGANIZATION

Coordination of organization of the work of the Naval Oceanographic Office requires that:

- a. The functions of each component be defined and that every authorized function be assigned to a component;
- b. Degrees and kinds of authority delegated to components and individuals be carefully defined and recorded;
- c. Simple and direct lines of communication among individuals and components be established; and,
- d. The structure of an organization be thoroughly understood, particularly by supervisors who are responsible for carrying out principal functions.

### PRINCIPLES OF ORGANIZATION

In establishing new organizational components or reorganizing existing ones, the following principles will be observed:

- a. The primary purpose of any component of an organization is to execute the functions delegated to it; therefore, the internal organization structure of the components should be designed to facilitate executing the functions. Development and design of organizations will give consideration to work design, costs, increased productivity and career development;
- b. Every necessary function involved in the mission or objectives of the organization must be assigned to an element of the organization. However, the organization must be balanced so that essential functions are not neglected and subsidiary functions are not overemphasized;
- c. Responsibilities assigned to the various components must be specific, and if different components perform related or similar functions, a clear line of separation must be drawn between authorities and responsibilities;
- d. The assignment of responsibilities for specific functions must be coupled with the assignment of authority necessary to perform the functions;
- e. To speed the flow of instructions and information, the number of levels of authority must be kept at a minimum;
- f. Authority and responsibility for action should be decentralized to the greatest extent practicable to the components and individuals responsible for actual performance of operations;

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SECTION 0910  
ORGANIZATIONAL CRITERIA

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- b. Degrees and kinds of authority delegated to components and individuals be carefully defined and recorded;
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- d. The structure of an organization be thoroughly understood, particularly by supervisors who are responsible for carrying out principal functions.

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In establishing new organizational components or reorganizing existing ones, the following principles will be observed:

- a. The primary purpose of any component of an organization is to execute the functions delegated to it; therefore, the internal organization structure of the components should be designed to facilitate executing the functions. Development and design of organizations will give consideration to work design, costs, increased productivity and career development;
- b. Every necessary function involved in the mission or objectives of the organization must be assigned to an element of the organization. However, the organization must be balanced so that essential functions are not neglected and subsidiary functions are not overemphasized;
- c. Responsibilities assigned to the various components must be specific, and if different components perform related or similar functions, a clear line of separation must be drawn between authorities and responsibilities;
- d. The assignment of responsibilities for specific functions must be coupled with the assignment of authority necessary to perform the functions;
- e. To speed the flow of instructions and information, the number of levels of authority must be kept at a minimum;
- f. Authority and responsibility for action should be decentralized to the greatest extent practicable to the components and individuals responsible for actual performance of operations;



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g. Insofar as possible, all functions, except specialized functions as defined herein, should be assigned to line organization components so that direct channels of responsibility and accountability are maintained. The establishment of staff components should be held to a minimum;

h. A high degree of organizational stability will be maintained by limiting realignments to those required by changes in mission or function and those which will improve effectiveness and efficiency;

i. The number of organizational elements will be held to a minimum and elements performing related functions will be consolidated into manageable segments of effort;

j. Management and common support functions will be centralized to the maximum degree in the staff entity having primary responsibility. Management and common support functions authorized in line elements will be limited to the minimum essential for coordination purposes;

k. Ordinarily, organizational elements will not be officially maintained or established if there are less than four positions authorized. Organizational elements that directly manage lower level organizational elements are exempt from this policy, as are staff organizations with discrete and well defined functions; and,

l. Should workload, supervisory ratio, staffing standards and other position management factors not warrant organizational status of an element, it will be consolidated with other related functions. However, in lieu of effecting consolidations resulting in a combination of unrelated/incompatible functions/skills, the functions will be assigned to the immediate office of the head of the next higher level of supervision.

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SECTION 0920

STANDARD NOMENCLATURE

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## STANDARD NOMENCLATURE

The following information sets forth a general criteria and system of identification for organizational components:

LINE	ECHOLON	TYPE ELEMENT	CODE DESIGNATION
1		Department	X000
2		Division/Office	XX00
3		Branch/Desk/Group	XXX0
4		Section/Desk/Group	XXXX

COMPONENT TITLE	DEFINITION	ECHOLON
Department	Coordinates the activities of two or more operating divisions, or performs a specialized function contributing directly to the mission of a particular echelon level one components	1
Division/Office	Renders a specialized service for the Commanding Officer or his office, echelon level one and two components, and other internal components (as required). This is the lowest level for financial planning and reporting functions.	2
Branch	Coordinates a group of related tasks or performs a major task for a division in an assigned area.	3
*Group	A work party of two or three employees performing a common specific function.	3/4
*Desk	A working party of one or two employees performing a common specific function.	3/4
Section	Accommodates highly specialized scientific and technical applications; corresponds with logical segments or phases in product development wherein close control is advantageous; or divides large operations, which by physical characteristics or staffing, presents problems of control. Sections bear the same relationship to branches as branches have to divisions.	4

\*These component titles are used only when there is a need to identify a functional entity, but there is an insufficient staffing structure to support use of "Branch" or "Section" designation

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COMPONENT TITLE	DEFINITION	ECHOLON
Staff	An individual acting independently, or a group of individuals assembled for administrative or technical purposes under a supervisor, who reports directly to one of the following: Commanding Officer, Executive Officer, Scientific and Technical Director, Department Director, or Division/Office Director.	NOT APPLICABLE

6 MAY 1935

SECTION 0930

ORGANIZATIONAL TITLES

AND CODES

# ORGANIZATIONAL TITLES AND CODES

TITLE	CODE
OFFICE OF THE COMMANDING OFFICER, EXECUTIVE OFFICER AND SCIENTIFIC AND TECHNICAL DIRECTOR	
COMMANDING OFFICER	00
Staff Assistants	
Senior Watch Officer	002
Command Master Chief Petty Officer	003
Deputy Equal Employment Opportunity Officer	004
Consolidated/Special Security Officer	005
Ocean Survey Program Advisor	009
Technology Transfer Coordinator	0010
Comptroller	0011
Supply Officer	0012
Safety Manager	0013
Executive Officer	01
Internal Review Staff	011
Military Personnel Staff	012
Scientific and Technical Director	02
Advanced Technology Staff	022
Technical Data Management Staff	024
Management and Civilian Personnel Office	1000
Deputy Equal Employment Opportunity Staff	1001
Labor/Employee Relations Staff	1002
Manpower and Management Branch	1010
Personnel Operations Branch	1020
PLANS, REQUIREMENTS AND OPERATIONS DEPARTMENT	3000
Charts, Publications and Messages Staff	3001
Defense Mapping Agency Hydrographic/Topographic Center Coordination Staff	3002
Survey Operations Division	3100
Oceanographic Operations Desk	3101
Mapping, Charting and Geodesy Desk	3102
Airborne Desk	3103
Ship Material Management Desk	3104
Ocean Survey Program Division	3200

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Plans and Requirements Division	3300
Oceanographic Desk	3301
Mapping, Charting and Geodesy Desk	3302
International Desk	3303
MANAGEMENT AND SUPPORT SERVICES DEPARTMENT	4000
Facilities Staff	4002
Budget and Finance Division	4200
Budget/Programs Branch	4210
Financial Execution Branch	4220
Disbursing Branch	4230
Logistics Division	4400
Purchase Branch	4410
Contract Section	4411
Buying and Ordering Section	4412
Supply Management Branch	4420
Supply Support Section	4421
Traffic Section	4422
Distribution Section	4423
Visual Communications Division	4500
Publications and Information Management Division	4600
Technical Library	4601
Public Affairs Desk	4602
Technical Publications Group	4603
Directives/Records Management Desk	4604
Mail Management Group	4605
Consolidated Security Division	4700
Oceanographic Intelligence Group	4701
Information, Personnel and Physical Security Group	4702
Top Secret Control Group	4703
Automatic Data Processing Security Desk	4704
INFORMATION SYSTEMS DEPARTMENT	5000
Oceanographic Management Information System Staff	5003
Plans and Management Division	5100
Computer Applications and Systems Division	5200
Shore-Based Applications/Systems Branch	5210
Special Platforms Branch	5220
Computer Center Division	5400
Computer Operations Branch	5410
Systems Technology Branch	5430

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ENGINEERING DEPARTMENT	6000
Equipment Management Staff	6002
Oceanographic Field Engineering Division	6100
Field Engineering Branch "A"	6110
Field Engineering Branch "B"	6120
Systems Engineering Division	6200
Acoustic Systems Branch	6210
Acoustics Design Section	6211
Acoustics Test and Evaluation Section	6212
Instrumentation and Ocean Engineering Branch	6220
Electronic Systems Section	6221
Mechanical Systems Section	6222
Maintenance Engineering Division	6300
Technical Services Branch	6310
Electronics Section	6311
Mechanical Section	6312
Instrumentation and Metrology Branch	6320
Special Projects Field Engineering Division	6400
Field Engineering Branch "C"	6410
Field Engineering Branch "D"	6420
OCEANOGRAPHIC DEPARTMENT	7000
Program Management Staff	7002
Inshore Projects Division	7100
Special Projects Branch	7110
Plans and Operations Section	7111
Processing and Analysis Section	7112
Geology Section	7113
Chemistry/Biology Section	7114
Coastal Branch	7120
Plans and Operations Section	7121
Processing and Analysis Section	7122
Publications Section	7123
Oceans Projects Division	7200
Physical Oceanography Branch	7210
Products and Reports Section	7211
Data Management Section	7212
Analysis Section	7213
Measurement Support Section	7214



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Geology and Geophysics Branch	7220
Analysis and Reports Section	7221
Data Management Section	7222
Measurement Support Section	7223
Project Support Branch	7230
Acoustic Projects Division	7300
Propagation Branch	7310
Collection and Processing Section	7311
Charts and Publications Section	7312
Reverberation and Noise Branch	7320
Collection and Processing Section	7321
Analysis and Reports Section	7322
Acoustic Prediction Support Branch	7330
Data Base Section	7331
Modeling Section	7332
HYDROGRAPHIC DEPARTMENT	8000
Bathymetry Division	8100
Ocean Survey Program Bathymetry and Surveys Branch	8110
Manuscript Compilation Section	8111
Program Support Section	8112
Quality Control Section	8113
Ocean Survey Program Analysis Branch	8120
Data Reduction and Processing Section	8121
Patrol Analysis Section	8122
Anti-Submarine Warfare Bathymetry and Surveys Branch	8130
Geomagnetics Division	8200
Geomagnetic Surveys Branch	8210
Survey Techniques Section	8211
Survey Operations Section	8212
Geomagnetic Data Branch	8220
Data Analysis Section	8221
Product Analysis Section	8222
Geomagnetic Information Analysis Center	8223
Gravity Division	8300
Operations Branch	8310
Data Acquisition and Reduction Section	8311
Data Evaluation and Library Section	8312
Analysis Branch	8320
Gravimetric Computations Section	8321
Plans, Analysis and Publications Section	8322

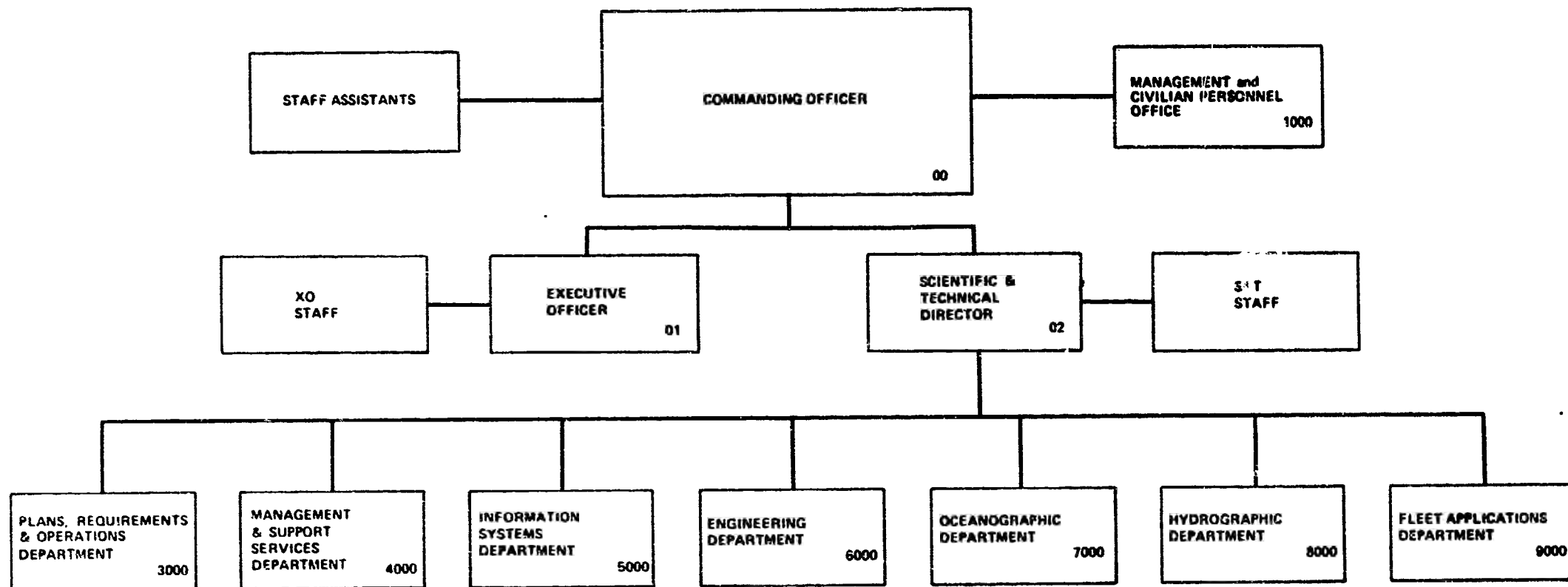
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Hydrographic Division	8400
Operations Branch	8410
Surveys Section	8411
Field Support Section	8412
Data Branch	8420
Analysis Section	8421
Reduction Section	8422
Hydrographic Cooperation Program Branch	8430
 FLEET APPLICATIONS DEPARTMENT	 9000
 Tactical Analysis Division	 9100
Environmental Analysis Branch	9110
Fleet Support Branch	9120
 Environmental Systems Division	 9200
Techniques Branch	9210
Implementation Branch	9220
 Fleet Liaison Division	 9300

6 MAY 1985

SECTION 0940  
MISSION AND FUNCTIONS STATEMENT  
OF THE  
NAVAL OCEANOGRAPHIC OFFICE



DATE:

R. M. 1995

APPROVED:

*R. M. 1995*

NAVAL OCEANOGRAPHY COMMAND

NAVAL OCEANOGRAPHIC OFFICE

0940-2

## NAVAL OCEANOGRAPHIC OFFICE

### MISSION

To conduct multidisciplinary ocean surveys and assigned scientific and technical programs with resultant products directed toward satisfying U. S. Navy and Department of Defense (DOD) oceanographic needs for effective weapon and sensor system performance and safe and accurate navigation.

### ASSIGNED FUNCTIONS

- a. Plan, organize and execute survey operations to acquire global oceanographic, hydrographic and geophysical data using assigned ships, aircraft and other platforms, including spacecraft; engage in data acquisition efforts with other DOD and Government activities, contractors and foreign nations;
- b. Process, analyze, evaluate and archive oceanographic, hydrographic and geophysical data; ensure quality standards are met for entry into data bases and archives;
- c. Produce standard and tailored products to meet user requirements, maintaining liaison to ensure continued product applicability; support Fleet exercises and operations; respond to special requests in areas of expertise;
- d. Maintain modern computer processing capabilities for data assimilation and generation of products; originate, operate and improve data base systems and environmental models; employ computer networks to distribute data and display information;
- e. Maintain a modern field and shore-based engineering capability, including design, maintenance, repair, calibration, test, evaluation and quality assurance of instruments and systems used for data acquisition and processing;
- f. Maintain administrative services, including personnel and financial management, library, information services, logistics and security, as required to support approved objectives; provide selected administrative services to local area Navy activities;
- g. Command subordinate oceanographic units and the Navigation Aids Support Unit; ensure readiness of assigned oceanographic research ships for use by Navy laboratories; and,
- h. Assist other DOD components, U. S. activities and allied countries in training and in otherwise meeting their oceanographic requirements.

## NAVAL OCEANOGRAPHIC OFFICE

### MISSION

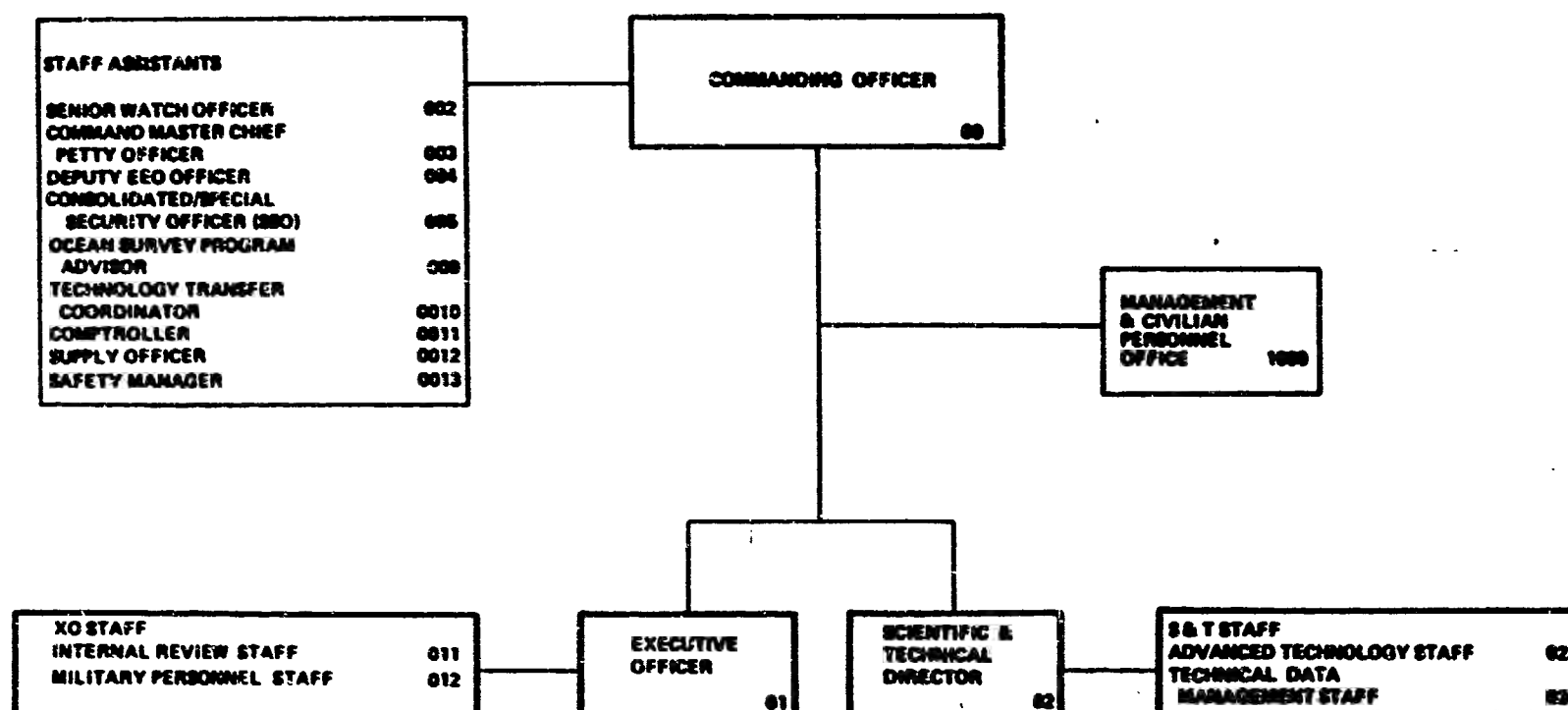
To conduct multidisciplinary ocean surveys and assigned scientific and technical programs with resultant products directed toward satisfying U. S. Navy and Department of Defense (DOD) oceanographic needs for effective weapon and sensor system performance and safe and accurate navigation.

### ASSIGNED FUNCTIONS

- a. Plan, organize and execute survey operations to acquire global oceanographic, hydrographic and geophysical data using assigned ships, aircraft and other platforms, including spacecraft; engage in data acquisition efforts with other DOD and Government activities, contractors and foreign nations;
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- d. Maintain modern computer processing capabilities for data assimilation and generation of products; originate, operate and improve data base systems and environmental models; employ computer networks to distribute data and display information;
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- g. Command subordinate oceanographic units and the Navigation Aids Support Unit; ensure readiness of assigned oceanographic research ships for use by Navy laboratories; and,
- h. Assist other DOD components, U. S. activities and allied countries in training and in otherwise meeting their oceanographic requirements.

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SECTION 0950  
OFFICE OF THE COMMANDING OFFICER  
EXECUTIVE OFFICER  
and the  
SCIENTIFIC AND TECHNICAL DIRECTOR  
ORGANIZATION and FUNCTIONS



DATE:

APPROVED:

*John R. ...*

NAVAL OCEANOGRAPHIC OFFICE

OFFICE OF THE COMMANDING OFFICER,  
EXECUTIVE OFFICER AND SCIENTIFIC &  
TECHNICAL DIRECTOR

0950-2



OFFICE OF THE COMMANDING OFFICER, EXECUTIVE OFFICER AND THE SCIENTIFIC AND  
TECHNICAL DIRECTOR

COMMANDING OFFICER

(CODE 00)

RESPONSIBILITIES

The Commanding Officer is responsible for directing the Naval Oceanographic Office (NAVOCEANO) in carrying out its assigned mission and functions.

STAFF ASSISTANTS

(CODES 002-0013)

The Staff Assistants listed below are responsible for providing the Commanding Officer with executive level staff and managerial support in connection with the duties, interests, and activities of their individual functional area. In his/her capacity as a Staff Assistant, each of the following has direct line of communication with the Commanding Officer.

SENIOR WATCH OFFICER

(CODE 002)

RESPONSIBILITIES

The Senior Watch Officer, under the direction of the Commanding Officer, is responsible for the assignment and general supervision of officers standing the Command Duty Officer watch. The Senior Watch Officer:

- a. Coordinates and directs the training of watch officers; and,
- b. Promulgates the Command Duty Officer watch bill, subject to the approval of the Commanding Officer.

COMMAND MASTER CHIEF PETTY OFFICER

(CODE 003)

RESPONSIBILITIES

Serves as advisor to the Commanding Officer, apprising him of existing or potential situations, procedures and practices which affect the welfare, morale and well-being of the enlisted men and women of the Office. Assists and advises the Commanding Officer in matters pertinent to the welfare and morale of enlisted personnel and their dependents. Maintains liaison with and complements the functions of the Command Master Chief Petty Officer (CPO) of the Naval Oceanography Command with respect to personnel matters unique to enlisted personnel of NAVOCEANO and subordinate activities. Maintains liaison with Command Master CPOs and Leading CPOs of subordinate field activities. Assists in ensuring that proper recognition is given to all enlisted advancements, achievements and awards. Ensures that all personnel qualified and recommended for advancement are given the opportunity to participate in Fleetwide rating examinations. Maintains close liaison with supervisors concerning enlisted personnel

matters and ensures that open lines of communication to enlisted personnel are maintained. Acts as assistant inspector for enlisted matters during command inspection of subordinate activities. Coordinates the training of enlisted personnel.

DEPUTY EQUAL EMPLOYMENT OPPORTUNITY OFFICER

(CODE 004)

#### RESPONSIBILITIES

The Deputy Equal Employment Opportunity Officer (DEEOO) is the principal advisor to the Commanding Officer in all Equal Employment Opportunity (EEO) matters. As such, the DEEOO is responsible for implementation of an effective EEO program.

CONSOLIDATED/SPECIAL SECURITY OFFICER

(CODE 005)

#### RESPONSIBILITIES

The Consolidated Security Officer as Security Manager provides the Commanding Officer with technical and administrative guidance to ensure effective management of top secret control, physical and industrial security programs and Automatic Data Processing (ADP).

The Special Security Officer (SSO) is responsible for the coordination and administration of all activities relating to SSO matters. Maintains liaison with the Commander, Naval Oceanography Command (COMNAVOCEANCOM) and the Naval Intelligence Command, providing Special Security Services for all compartmented codeword programs within the Command.

OCEAN SURVEY PROGRAM ADVISOR

(CODE 009)

#### RESPONSIBILITIES

Provides the Commanding Officer with technical and administrative guidance to ensure the effectiveness of management decisions related to the Ocean Survey Program.

TECHNOLOGY TRANSFER COORDINATOR

(CODE 0010)

#### RESPONSIBILITIES

Serves as the primary interface between the Commanding Officer and the oceanographic community in the transfer of technological developments.

COMPTROLLER

(CODE 0011)

#### RESPONSIBILITIES

Provides the Commanding Officer and other management officials with technical advice and guidance in the areas of budget formulation and execution, program analysis, accounting, timekeeping, internal control systems and financial review.

SUPPLY OFFICER

(CODE 0012)

RESPONSIBILITIES

Serves as primary interface between the Commanding Officer and other Naval activities in matters pertaining to logistic support.

SAFETY MANAGER

(CODE 0013)

RESPONSIBILITIES

Serves as the principal consultant and advisor to the Commanding Officer on matters relating to safety, fire prevention, industrial hygiene and environmental control.

## EXECUTIVE OFFICER

(CODE 01)

### RESPONSIBILITIES

Within the policies and guidance issued by the Commanding Officer, the Executive Officer:

- a. Serves as Acting Commanding Officer in the Commanding Officer's absence;
- b. Represents the Commanding Officer in special situations, assuring that the Commanding Officer's interests and points of view are effectively represented and supported;
- c. Assures that matters of concern to the Commanding Officer are given proper attention;
- d. Coordinates and manages military affairs, including organization, assignments to duty, and good order and discipline;
- e. Serves as Chairman of the Human Resources Committee;
- f. Serves as Chairman of the Physical Security Committee;
- g. Serves as a member of the Office's principal policy review and advisory board (Executive Board). Participates in the formulation of policies and resolution of problems pertinent to the Office's operations, programs, projects, resources management and administration;
- h. Provides administrative direction and support to the Internal Review Staff, ensuring independence and objectivity; and,
- i. Performs such other duties and tasks as assigned by the Commanding Officer.

### RELATIONSHIPS

Responsible to the Commanding Officer for the functions outlined above.

### EXECUTIVE OFFICER STAFF

The following staff components are responsible to the Executive Officer for specific support as indicated.

#### INTERNAL REVIEW STAFF

(CODE 011)

### RESPONSIBILITIES

Implements and maintains a viable Internal Review Program which includes conducting periodic audits, special audits, studies, analyses, and investigations of financial operations and the use of command resources to detect deficiencies,

improprieties and inefficiencies, and to provide recommendations directly to the Commanding Officer in order to rectify conditions that adversely impact on financial management, mission accomplishment or the integrity of the Office.

#### DUTIES

- a. Represents NAVOCEANO as liaison with external audit agencies or inspector representatives such as Naval Audit Service, General Accounting Office, Inspector General, Command Inspections, Defense Audit Service, and Commercial Audit firms. Through follow up reviews, monitors correction of deficiencies which are revealed by agencies or representatives;
- b. Monitors and critiques the design and installation of financial and accounting systems, procedures, and controls with emphasis upon the identification and use of valid audit trails and management controls. Reviews safeguards or refinements to existing controls for material and financial accountability;
- c. At random occasions, reviews the proper execution of various directed programs such as: (1) cost reduction; (2) financial reports generated by or for the activity; and, (3) physical inventory and reconciliation;
- d. Provides internal review services and assures proper safeguards are in effect in the areas of: (1) physical security; (2) ADP security; and, (3) prevention/detection of theft or fraud involving government resources;
- e. Reviews and renders advice on matters of organization and staffing to ensure compliance with applicable guidance and directives; and,
- f. Participates in or performs other reviews, duties, and tasks as assigned by the Executive Officer.

#### MILITARY PERSONNEL STAFF

(CODE 012)

#### DUTIES

- a. Performs courier service between the Personnel Support Activity Detachment (PSD), Naval Construction Battalion Center (CBC), Gulfport and the National Space Technology Laboratories (NSTL) Station;
- b. Maintains logs of military personnel action documents traveling between PSD, Gulfport and NSTL Station;
- c. Prepares officer fitness reports and enlisted performance evaluations as directed;
- d. Maintains up-to-date rosters of on-board military personnel;
- e. Prepares the Office's Plan of the Week; and,

f. Other duties and tasks as assigned by the Executive Officer.

SCIENTIFIC AND TECHNICAL DIRECTOR

(CODE 02)

RESPONSIBILITIES

Within the policies and guidance issued by the Commanding Officer, the Scientific and Technical Director is responsible for:

- a. Office administration and overall execution of Office policy;
- b. Allocation of resources (budgeting, programming, reprogramming, and billet allocation);
- c. Maintaining an overview of, assessing and reviewing long-range goals and correct operating plans of the Office;
- d. Directing Office managers, in concert with the Commanding Officer, in all matters relative to on-going survey production programs;
- e. Improvements, new concepts and new technical approaches to major data acquisition and production efforts and modification of programs to meet new requirements;
- f. Reviewing and approving of performance ratings, promotions, and placement of all senior employees concerned with the scientific and technical programs of the Office;
- g. Representing the Office at department and interdepartmental meetings and at national and international conferences concerned with Oceanography and related fields. Presenting technical viewpoints, policies, and the position of the Office, eliciting support. The incumbent has authority to commit the Office to specific courses of action;
- h. Project review;
- i. Product evaluation;
- j. Close coordination of NAVOCEANO efforts with the Navy technical and operational organizations;
- k. Maintaining scientific and technical liaison with technical commands within Department of Defense with National Oceanic and Atmospheric Administration and other government agencies, national and international oceanographic and geophysics organizations; and,
- l. Other duties and tasks as assigned by the Commanding Officer.

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## RELATIONSHIPS

Responsible to the Commanding Officer for the functions outlined above.

## SCIENTIFIC AND TECHNICAL STAFF

The following staff components are responsible to the Scientific and Technical Director for specified functional support.

### ADVANCED TECHNOLOGY STAFF

(CODE 022)

#### RESPONSIBILITIES

Investigates the applicability of advanced mathematical techniques to the design of strategies and methods that will improve the collection, processing, analysis, and utilization of geophysical, acoustical and oceanographic data. Develops and evaluates new analysis procedures, and assists in their introduction into Office operating programs. Fosters the utilization of analytical techniques for the extraction of a maximum amount of useful information from survey efforts. Emphasizes the production of quality products that are accurate and certifiable.

### TECHNICAL DATA MANAGEMENT STAFF

(CODE 024)

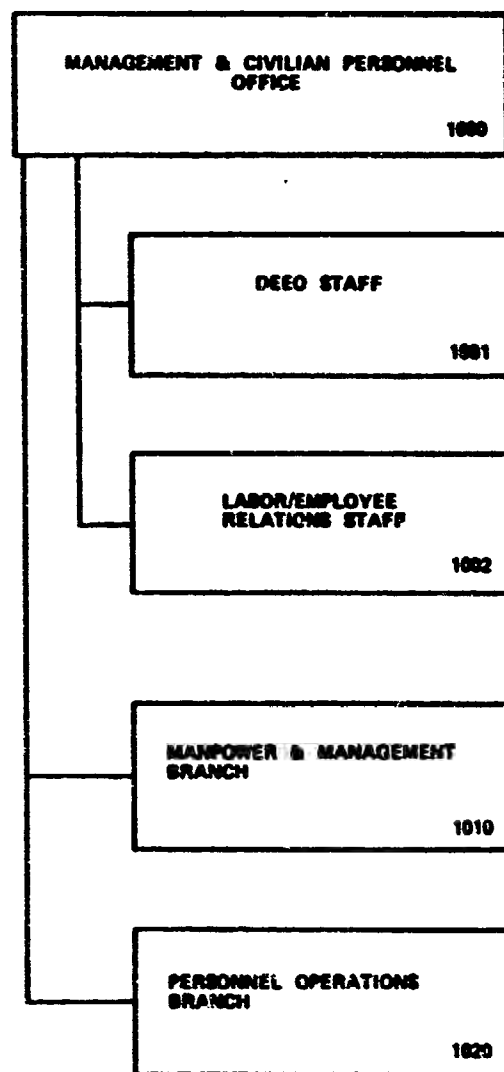
#### RESPONSIBILITIES

Develops and coordinates feasible goals, plans and standards for the technical data management function consistent with overall Office objectives. Provides review and evaluation of the data management function in order to identify and analyze problem areas. Develops effective, economical data service operations with procedures and equipment resources to implement objectives, policies, plans and standards. Provides progressive improvement in data management through continuing analysis of advanced techniques and equipment. Notifies data users of availability of data, data products, and services. Serves as an advisor and consultant to the Scientific and Technical Director and assists him in carrying out his responsibilities.

NAVOCEANOINST 5450.1A CH-6  
6 MAY 1935

SECTION 1000  
MANAGEMENT AND CIVILIAN PERSONNEL OFFICE  
ORGANIZATION AND FUNCTIONS





DATE:

6 MAY 1985

APPROVAL:

*Zmlean*

NAVAL OCEANOGRAPHIC OFFICE

MANAGEMENT & CIVILIAN  
PERSONNEL OFFICE

6 MAY 1985

## MANAGEMENT AND CIVILIAN PERSONNEL OFFICE

(CODE 1000)

## RESPONSIBILITIES

Under the direction of the Civilian Personnel Officer, assists the Office and other serviced activities in developing an effective work force by providing advice, guidance, assistance and personnel service to all levels of management on personnel, management and manpower functions and policies. Plans, develops, implements and administers career management systems including recruitment, placement, position classification, employee development and training, employee utilization, employee/management relations, and other related programs. Develops, maintains and administers Equal Employment Opportunity (EEO) Program. Participates with management officials in management and manpower planning to ensure the effectiveness of the Office work force and administrative systems. Identifies critical personnel needs and problem areas and suggests solutions. Assures that all aspects of the civilian personnel program are carried out according to the requirements of statutes, executive orders, regulations and established standards. Provides advice and assistance to COMNAVOCEANCOM and its subordinate field activities position management officers.

## RELATIONSHIPS

Responsible to the Commanding Officer for the accomplishment of the above outlined responsibilities.

## DEPUTY EQUAL EMPLOYMENT OPPORTUNITY STAFF

(CODE 1001)

## DUTIES

- a. Plans, administers and coordinates the Equal Employment Opportunity Program for all local serviced activities;
- b. Prepares the Affirmative Action Plan;
- c. Provides for informal and formal investigation and resolution of complaints of discrimination based on race, color, sex, religion, age, national origin, handicap and reprisal;
- d. Provides advice and guidance to all levels of management in the employment of minorities and women, including the Federal Women's Program and the Hispanic Speaking Program;
- e. Provides advice and assistance to the technical staff to ensure the integration of EEO goals and objectives in all personnel actions and programs; and,
- f. Makes reports of progress in meeting goals and objectives and implements Equal Employment Opportunity Commission and Navy directives regarding EEO.

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LABOR/EMPLOYEE RELATIONS STAFF

(CODE 1002)

DUTIES

- a. Advises and assists managers, supervisors and employees on environmental and personal matters affecting employee morale and working efficiency;
- b. Advises managers and supervisors on employee group proposals or complaints;
- c. Reviews proposed disciplinary actions to ensure that they comply with law, policy, regulations and procedures;
- d. Conducts the labor relations program. Serves as technical authority on labor/management relations and promotes labor/management cooperation. Promotes employee/management communications;
- e. Administers employee programs such as health and life insurance, and retirement; and,
- f. Advises and assists managers and supervisors in the conduct of incentive programs, such as suggestions, incentive and length of service awards and annual performance ratings.

MANPOWER AND MANAGEMENT BRANCH

(CODE 1010)

DUTIES

- a. Provides a broad range of staff services including position management, manpower management, management analysis and other related management functions directed toward maintaining and improving the efficiency and effectiveness of the Office's operations;
- b. Advises and assists management officials in the effective and economic structuring of positions;
- c. Conducts periodic reviews of the Office's Commercial Activities (CA) to determine the feasibility of having these functions performed by commercial contractors, or to provide justification for the retention of essential functions on an in-house basis;
- d. Develops and recommends implementation of Manpower Management plans, policies and programs, coordinating as appropriate with departments and divisions;
- e. Maintains a data base of civilian manpower which reflects official authorizations, target and current staffing information;

f. Determines, in conjunction with the Budget/Finance Division, position allocations by program element and assists in the preparation of justifications for manpower increases;

g. Administers the Position Management (PM) Program; develops program procedures; coordinates position management team efforts; and plans PM reviews and implements action decisions of the Position Management Officer;

h. Administers the Navy Manpower Engineering Program (NAVMEP) by conducting studies for development of Shore Requirements, Standards and Manpower Planning System manning standards and staffing guides; conducting Efficiency Reviews and CA studies; collecting data/information and preparing reports; and providing any special support as requested by COMNAVOCEANCOM or the NAVMEP area Management Engineering Teams;

i. Plans and directs a management analysis program which includes continuing and special studies, surveys and projects to determine effectiveness of operations and to meet special informational needs of the Commanding Officer;

j. Accomplishes management improvement projects which serve to enhance Office productivity; and,

k. Directs the review and processing of proposed organizational changes. Analyzes and makes recommendations on organizational structure, functions and staffing levels; and, assists in the implementation of approved changes.

PERSONNEL OPERATIONS BRANCH

(CODE 1020)

DUTIES

a. Reviews and classifies positions consistent with delegated authority and, in accordance with standards and instructions of higher authority, conducts annual classification maintenance reviews and processes classification appeals. Provides position classification support to managers and supervisors;

b. Administers the merit staffing program and special emphasis programs. Provides advice to supervisors and managers on the merit staffing program, training and classification actions;

c. Conducts continuous evaluation of all personnel programs to ensure such programs are following the merit principles and are operating in a professional and efficient manner;

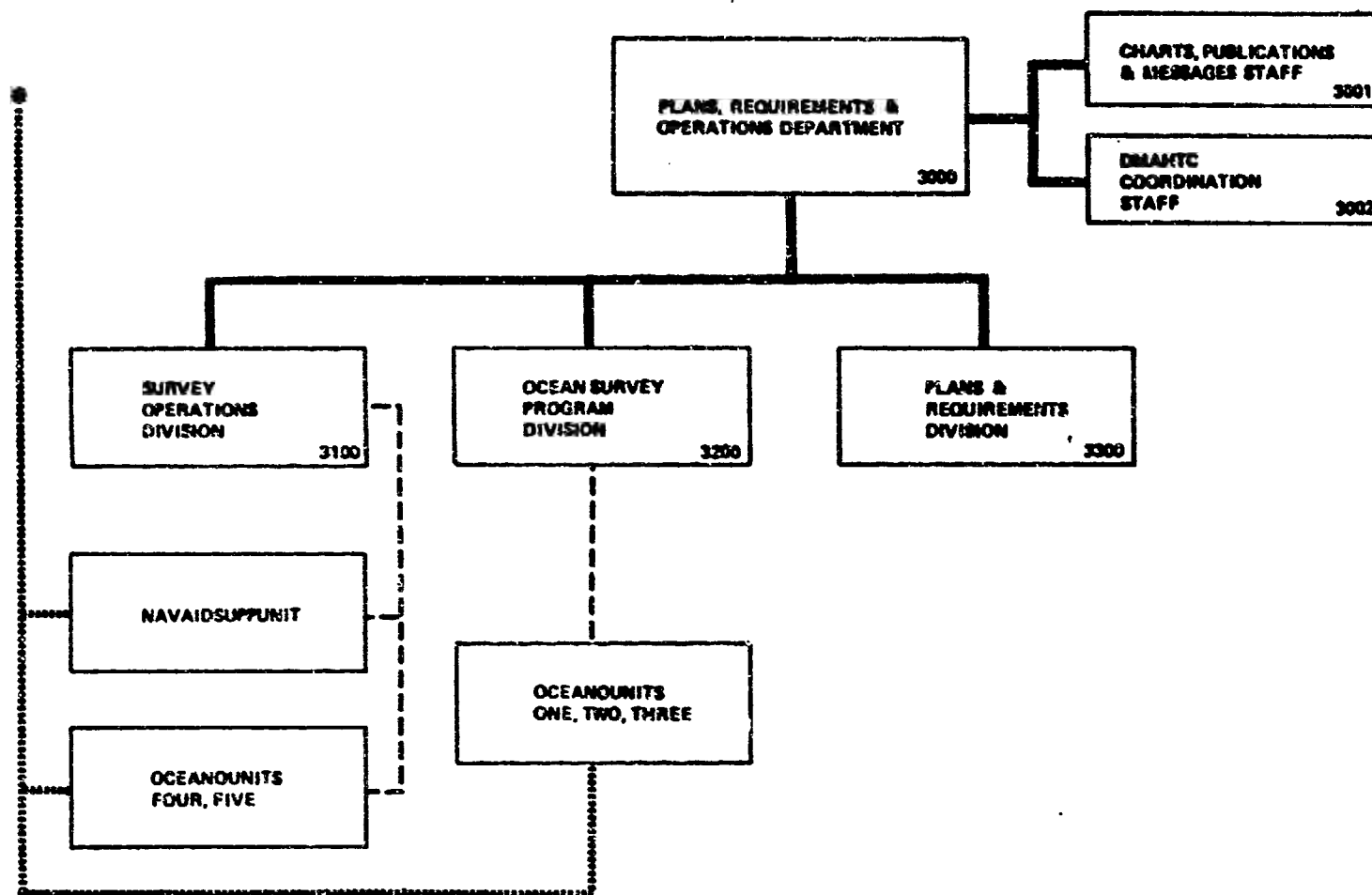
d. Plans, develops and implements recruitment programs for shortage Category positions and manpower requirements of serviced activities. Screens and refers qualified applicants to selecting officials;

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- e. Processes personnel and position actions and ensures compliance with applicable rules and regulations. Advises management officials concerning appropriateness of requested actions and provides status reports as necessary;
- f. Registers affected employees in out-placement programs and obtains names of persons registered in DOD Program for Stability of Employment and Office of Personnel Management Displaced Career Employment Program as appropriate. Directs placement of surplus employees and effects reemployment of qualified eligibles;
- g. Provides advice and assistance to COMNAVOCEANCOM and its subordinate field activities' position management officers in civilian personnel areas;
- h. Provides technical interpretations of the policies, procedures and programs as promulgated by the Federal Personnel Manual System and the Department of the Navy (DON);
- i. Determines eligibility for the rates of allowances and differentials in conjunction with overseas assignments. Estimates costs for per diem and travel associated with training and permanent change of station;
- j. Administers the Federal Employees Compensation Act and the Employee Assistance Program;
- k. Maintains the Navy Civilian Personnel Data System, and provides quality control on personnel data in the data bank;
- l. Provides specialized information for manpower and personnel management reports and employee data needed in the decision-making process;
- m. Conducts employment programs such as college recruitment, Upward Mobility, Cooperative Education, Veterans Readjustment Appointments, Worker-Trainee and other special emphasis programs. Conducts placement follow-up interviews and obtains Probationary Period Appraisals;
- n. Plans and conducts the Federal Equal Opportunity Recruitment Program for the Office to recruit females and minorities for under-represented occupational areas; and,
- o. Provides service to employees and supervisors on training, career development, counseling, and programs for executive, managerial, supervisory and career plan training. Coordinates with serviced activities in the development of training plans along with budget requirements.

NAVOCEANOINST 5450.1A CH-6  
6 MAY 1985

SECTION 3000  
PLANS, REQUIREMENTS AND OPERATIONS DEPARTMENT  
ORGANIZATION AND FUNCTIONS



• C.O. NAVOCEANO  
 - - - - - COMMAND  
 - - - - - OPERATIONS/ADMINISTRATIVE CONTROL

DATE: 6 MAY 1985	APPROVED: <i>Jm Lean</i>	NAVAL OCEANOGRAPHIC OFFICE	PLANS, REQUIREMENTS & OPERATIONS DEPARTMENT
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3000-2

**PLANS, REQUIREMENTS AND OPERATIONS DEPARTMENT**

(CODE 3000)

**RESPONSIBILITIES**

Under the guidance of the Director, Plans, Requirements and Operations Department, develops, coordinates and monitors plans and status of programs in support of National, Department of Defense (DOD) and U. S. Navy requirements in oceanography including Mapping, Charting and Geodesy (MC&G). Coordinates and monitors current operations for Units/Detachments in surveys and projects concerning collection of data to support the Naval Oceanographic Office (NAVOCEANO) plans. Coordinates Maintenance and Material Readiness matters relative to survey platforms. Provides guidance concerning Naval telecommunications procedures.

**RELATIONSHIPS**

Responsible to the Commanding Officer through the Scientific and Technical Director for the accomplishment of the above outlined responsibilities.

**CHARTS, PUBLICATIONS AND MESSAGES STAFF**

(CODE 3001)

**DUTIES**

- a. Serves as the custodian for nautical charts and publications;
- b. Maintains catalogs of charts and publications, filling orders as required when nautical charts and publications are needed to accomplish Office functions; and,
- c. Maintains the communications message file in accordance with Naval telecommunications procedures.

**DEFENSE MAPPING AGENCY HYDROGRAPHIC/TOPOGRAPHIC CENTER  
COORDINATION STAFF**

(CODE 3002)

**DUTIES**

- a. Serves as the primary interface between Defense Mapping Agency Hydrographic/Topographic Center organizations and NAVOCEANO in all administrative and operational matters; and,
- b. Maintains close contact with all Office components to identify and assist in solving problems and answering questions relating to MC&G products and programs.



SURVEY OPERATIONS DIVISION

(CODE 3100)

RESPONSIBILITIES

Coordinates and monitors current operations for Units/Detachments in surveys and projects concerning collection of data to support Office plans. Coordinates Maintenance and Material Readiness matters relative to survey platforms (with the exception of Ocean Survey Program (OSP) survey platforms).

OCEANOGRAPHIC OPERATIONS DESK

(CODE 3101)

MAPPING, CHARTING AND GEODESY DESK

(CODE 3102)

AIRBORNE DESK

(CODE 3103)

DUTIES

a. Approves, promulgates and maintains quarterly and annual employment schedules for assigned ships and aircraft;

b. Coordinates the preparation of and reviews technical specifications for NAVOCEANO-conducted survey operations from ship and aircraft survey platforms, and those of research agencies, laboratories and centers utilizing the assigned research Auxillary General Oceanographic Research (AGOR) ships;

c. Coordinates and directs ship and aircraft platform survey and research operations activities;

d. Ensures ship and aircraft operations are conducted in support of approved and validated requirements;

e. Prepares and assists in the preparation of and reviews requests for diplomatic, theatre and/or operating area clearances, which include permission for: (1) survey and research ship/aircraft to conduct observations and data collection in non-United States areas; (2) advance geodetic teams to work in non-United States areas; and, (3) duty free entry of equipment and supplies;

f. Provides continuity of operations of ship/aircraft, monitors progress of operations, and maintains location and activity information of survey programs;

g. Initiates requests for: (1) Notices of Intent; (2) explosive detonation clearances; (3) frequency clearances for Navigational Aids (NAVAIDS); (4) and, communications equipment and land leases/access permission for the NAVAIDS sites;

h. Participates in scheduling and conducting the Command Inspection Program of NAVOCEANO Detachments, Oceanographic Units FOUR and FIVE, and the NAVAIDS SUPPORT UNIT (NAVAIDSUPPUNIT); monitors and assists as requested in the Command Inspection of Oceanographic Development Squadron EIGHT (OCEANDEVIRON-EIGHT); and monitors follow-up corrective actions of inspection recommendations;

i. Provides operational management of ship and aircraft survey platforms. Advises potential aircraft and AGOR users of platform equipment capabilities and limitations;

j. Conducts briefings of current operations for Office senior management personnel and for other U. S. and foreign visitors. Schedules and conducts prebriefs and debriefs of Senior NAVOCEANO representatives for field projects;

k. Reviews survey and Temporary Additional Duty reports and recommends solutions to problems;

l. Monitors assignment of personnel to field projects;

m. Approves Field Assignment Memoranda (FAMS) for field operations;

n. Monitors progress of field parties, coordinating and expediting solutions to problems reported, and serves as the principal point of contact for operational matters for all field parties except for OSP Units;

o. Maintains liaison with assigned ship/aircraft operational commanders and support activities. Provides basic liaison with Oceanographic Units FOUR and FIVE, and OCEANDEVIRON-EIGHT;

p. Initiates requests for helicopter services. Plans and coordinates Office efforts for at-sea search and support operations;

q. Schedules and arranges NAVAIDSUPPUNIT use of precision NAVAIDS for survey operations; and,

r. Coordinates transfer of funds and work requests for land lease arrangements and reimbursable funding requirements to aircraft users and equipment.

SHIP MATERIAL MANAGEMENT DESK

(CODE 3104)

#### DUTIES

a. Ensures that the highest possible state of material readiness is maintained in survey platforms and equipment for all operations other than OSP;

b. Develops standardized procedures for maintaining material readiness and for disposal of survey platforms, survey equipment and stock materials under the direct control and sponsorship of the Office;

c. Coordinates development and preparation of alterations, modernization plans and building programs for improvement of the material readiness or operating condition of survey platforms. Serves as office point of contact with:

(1) Military Sealift Command and its area commands on all matters dealing with yard overhauls and upkeep periods, and sponsors voyage repairs;

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(2) Naval Sea Systems Command for matters with the construction or conversion of replacement ships; and,

(3) Naval Electronic Systems Command for matters dealing with the procurement, installation, modification or overhaul of sponsor communications equipment.

d. Develops schedules for implementation of plans for improvement of material readiness and operating condition of survey platforms consistent with budget constraints. Monitors progress and maintains cognizance of survey platforms while in building, conversion or overhaul status;

e. Monitors and assures availability of Ready For Issue items;

f. Makes recommendations to the Engineering Department, Equipment Management Staff and NAVOCEANO Logistics Division for Shipboard Equipment Allowance Lists (SEALS), Allowance Parts List (APLs) and Coordinated Shipboard Allowance Lists (COSALs);

g. Monitors equipment and parts casualty reports (CASREPT) and resupply actions through the Office Afloat Supply Procedures until correction of the casualty;

h. Programs and provides for AGOR equipment acquisition to maintain validated platform requirements;

i. Represents the Commanding Officer as the point of contact for all agencies dealing with the Office on material readiness of survey platforms and equipment; and,

j. Ensures action in response to ship's material requirements is adequately and properly executed.

OCEAN SURVEY PROGRAM DIVISION

(CODE 3200)

## RESPONSIBILITIES

Plans, monitors and coordinates the OSP, establishing priorities for the accomplishment of OSP objectives, surveys, data reductions and related items based on requirements established by the Chief of Naval Operations and Fleet Commanders.

## DUTIES

a. Acts as scientific and technical advisor to Fleet Commanders;

b. Develops program guidance and specification;

c. Reviews liaison with systems commands, offices and activities of the Navy and other organizations, including foreign countries, in matters related to the OSP;

- d. Plans, monitors and coordinates functions assigned within the various codes that provide support to the OSP;
- e. Reviews all OSP budget and manyear support plans prior to implementation, both for NAVOCEANO and for other government agencies supporting the OSP;
- f. Monitors progress of program in meeting assigned objectives, provides advice concerning such assignments and specifies corrective action when required;
- g. Plans, tasks and coordinates the deployment of assigned OSP ships, Oceanographic Units ONE, TWO, and THREE, and the USNS WYMAN, which conduct multi-sensor surveys of areas as required by USCINCLANT and USCINCPAC and schedules and conducts Command Inspections of these ships;
- h. Coordinates maintenance and material readiness matters relative to OSP survey platforms; and,
- i. Represents the Commanding Officer as the point of contact for all agencies dealing with the Office concerning planning, programming, acquisitions, maintenance and modification of OSP survey platforms and equipment.

PLANS AND REQUIREMENTS DIVISION

(CODE 3300)

RESPONSIBILITIES

Develops, coordinates and monitors plans and status of programs in support of National, DOD and U.S. Navy requirements in oceanography including MC&G (with the exception of the OSP).

OCEANOGRAPHIC DESK

(CODE 3301)

MAPPING, CHARTING AND GEODESY DESK

(CODE 3302)

INTERNATIONAL DESK

(CODE 3303)

DUTIES

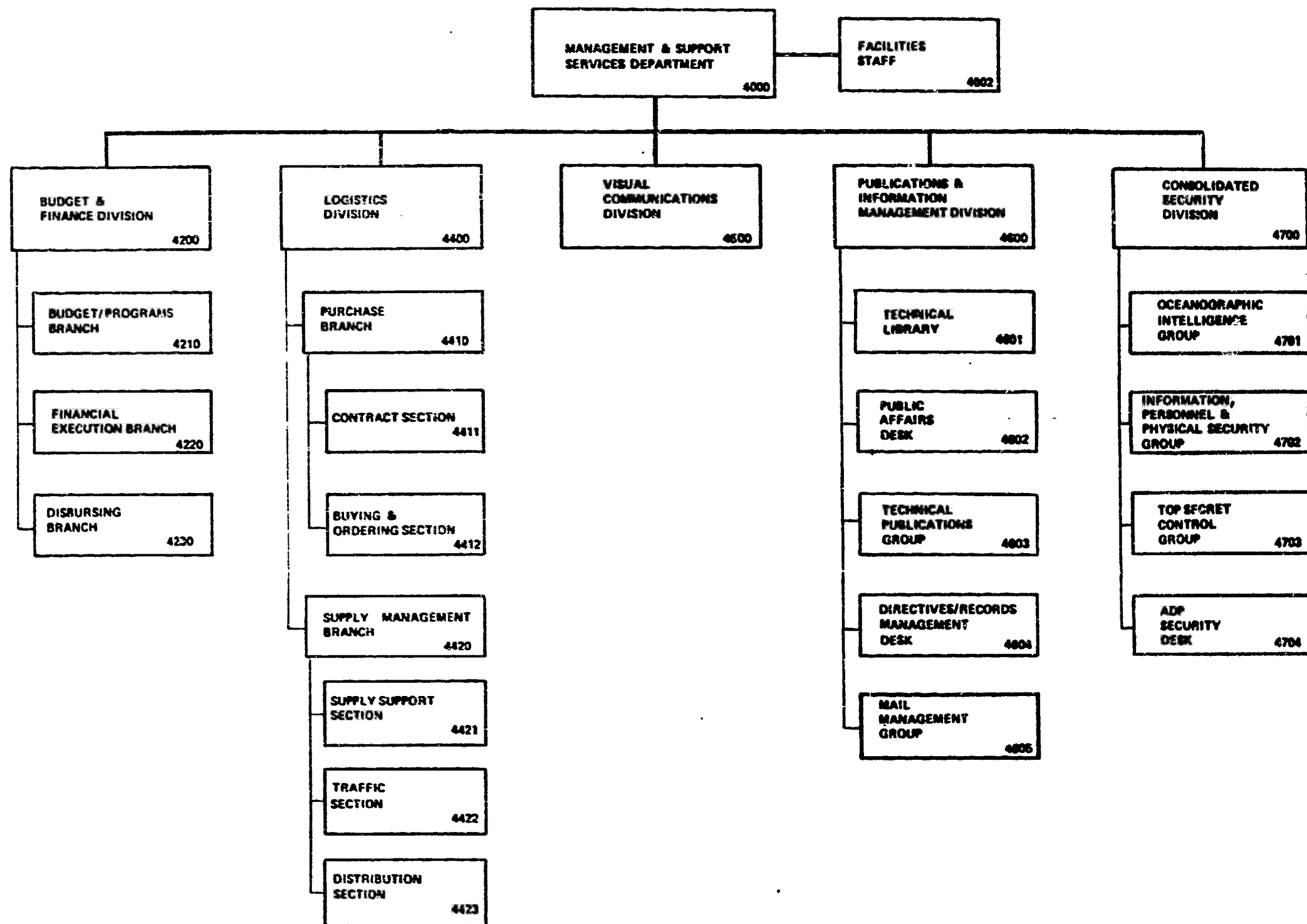
- a. Maintains status of National, DOD and Navy policy and strategic plans as a basis for projecting oceanographic requirements;
- b. Upon receipt of validated Fleet and Shore Establishment requirements, analyzes requests to determine if support is within NAVOCEANO resource capabilities, initiates fully supported requests for additional resources where warranted;
- c. Prepares, updates and issues annually a five-year survey plan which identifies and compiles validated requirements for the employment of oceanographic and MC&G (coastal) survey ships;

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- d. Develops, in coordination with performing departments, and issues planning documents which implement the annual technical, production and supporting programs of the Office;
- e. Establishes milestones and reviews procedures and schedules for periodically assessing oceanography and MC&G program status;
- f. Coordinates the preparation of status reports concerning program achievement in relation to validated requirements;
- g. Ensures that survey plans support and address validated requirements;
- h. Provides assistance to all levels of Office management in matters germane to plans, objectives and requirements documentation;
- i. Coordinates and accomplishes requirements, task assignments and program assessment services;
- j. Serves as the point of administration within the Office for international agreements, and maintains the file of international agreements and related correspondence;
- k. Acts as the point of contact for all Office tasking relating to non-U. S. transactions or programs;
- l. Serves as the point of administration within the Office for interagency activities focusing on cooperative efforts with the National Oceanic and Atmospheric Administration; and,
- m. Validates NAVOCEANO-generated technical publications against mission requirements, ensures the accuracy of distribution lists and reviews all foreign requests for technical publications to determine if release is appropriate.

NAVOCEANOINST 5450.1A CH-6  
6 MAY 1985

SECTION 4000  
MANAGEMENT AND SUPPORT SERVICES DEPARTMENT  
ORGANIZATION AND FUNCTIONS



DATE: 11 Oct 85

APPROVED: *[Signature]*

NAVAL OCEANOGRAPHIC OFFICE

MANAGEMENT & SUPPORT SERVICES DEPARTMENT

6 MAY 1985

## MANAGEMENT AND SUPPORT SERVICES DEPARTMENT

(CODE 4000)

## RESPONSIBILITIES

Under the guidance of the Director, Management and Support Services Department, supports the Commanding Officer, Naval Oceanographic Office (NAVOCEANO) and Commander, Naval Oceanography Command (COMNAVOCEANCOM) through administrative, logistics and readiness program development support of oceanographic and related operations. Provides facilities management services to Office components. Provides mail management services, maintains records and files of official Office correspondence, provides directives, records management and forms service, provides security and top secret control service, provides budget, program analysis, accounting, and disbursing services. Provides for the procurement, receipt, storage, issue and shipment of materials ordered in support of oceanographic activities afloat and ashore. Supports Office components through the production of visual aids, and dissemination of public information. Provides library and publications management services. Provides for administration of the Privacy Act and the Freedom of Information Act. Maintains liaison with other components of the the Office and COMNAVOCEANCOM. Supports COMNAVOCEANCOM through logistics and NATO/Top Secret documentation support.

## RELATIONSHIPS

Responsible to the Scientific and Technical Director for the accomplishment of the above outlined responsibilities.

## FACILITIES STAFF

(CODE 4002)

## DUTIES

- a. Recommends allocation of space to Office components;
- b. Plans and coordinates logistical support activities to provide the facilities needed to perform the Office operational mission;
- c. Develops plans based on program requirements, for the construction and/or modification of Office and laboratory facilities. Coordinates with the Naval Facilities Engineering Command (Southern Division) in the development of plans and specifications for new construction and/or modification of facilities at National Space Technology Laboratories (NSTL) for NAVOCEANO;
- d. Develops and maintains a data base on facilities occupied by the Office at NSTL. Provides quarterly reports showing space occupied and cost of occupancy;
- e. Coordinates the maintenance and improvement of occupied spaces by the facilities support contractor;



- f. Coordinates with NASA/NSTL and the facilities services contractor to ensure the accomplishment of request for facility modifications and/or alterations;
- g. Determines furniture and equipment needs for internal Office components. Maintains records of furniture and equipment held by Office components;
- h. Coordinates Joint Resources Data and assessment reporting;
- i. Maintains a library of directives related to facilities management and military construction. Provides advice on procedures, data and documentation requirements related to facilities management, modification and construction;
- j. Administers the Disaster Preparedness Program;
- k. Coordinates the relocation of Office components from one location to another;
- l. Administratively monitors and coordinates the use, repair and purchase of all Office equipment to include photocopy equipment, telephones, typewriters, calculators, word processing equipment, etc.;
- m. Administers a comprehensive safety program and occupational health program; and,
- n. Manages Office's audiovisual equipment inventory and schedules the preventative maintenance program.

#### BUDGET AND FINANCE DIVISION

(CODE 4200)

#### RESPONSIBILITIES

Develops, coordinates and maintains an integrated system of resource management services that will provide the Commanding Officer and other management officials with technical advice, guidance, and factual data which is essential for effective management control.

As the Office Comptroller, manages all financial programs and services including financial programming, budget formulation and execution, accounting, civilian timekeeping and payroll coordination and disbursing functions.

#### DUTIES

- a. Provides technical advice, guidance and consultation services on functional matters to the Commanding Officer, other management officials and individuals throughout the Office;

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- b. Formulates proposals for financial and management policies, procedures and plans, and coordinates and executes approved policies and procedures;
- c. Serves as a member of the Office's principal policy review and advisory board as senior financial advisor;
- d. Administers and provides technical direction for the implementation of a coordinated programming and budgeting system involving: (1) Program Objectives Memorandum (POM) development; (2) budget formulation and presentation; (3) budget execution and fund control; and (4) utilization functions and managerial-financial reporting;
- e. Administers and provides technical direction of assigned financial and accounting functions including: (1) accounting and reporting responsibilities; and, (2) financial disbursing functions;
- f. Provides financial/management services and support to all departmental level management officials;
- g. Maintains or directs the required liaison with key officials in external organizations to facilitate the accomplishment of functional responsibilities and request for supportive services;
- h. Serves as the order authorizing official for temporary duty travel of civilian employees; and,
- i. Recommends policies related to travel.

BUDGET/PROGRAMS BRANCH

(CODE 4210)

#### DUTIES

- a. Provides technical guidance and direction to Office managers on matters relating to financial programming and budget formulation;
- b. Develops, in cooperation with the Plans and Requirements Division, the NAVOCEANO input to the Five-Year Defense Plan (FYDP);
- c. Coordinates the preparation, review and revision of the Office's submission to the Navy's POM and prepares documentation supporting unfunded requirements and other requests and justifications for additional resources;
- d. Develops and implements programming/budget formulation policies, objectives, guidance and directives for all appropriate levels of management;
- e. Issues programming and budget calls to Office components. Reviews budget estimates submitted by Command elements and recommends approval, revision, or disapproval of items and programs in order to develop a balanced budget. Prepares program and budget documents, exhibits and associated budgetary data in formats specified by higher authority;

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f. Presents and defends the budget at various levels of review; evaluates the effect of budget review decisions, organizes and coordinates the preparation of reclama or point papers involving budget programs. Develops recommendations for program adjustments to conform to decisions of higher authority; and,

g. Develops a financial plan based on approved programs and allocates resources to Office components through issuance of the operating plan.

#### FINANCIAL EXECUTION BRANCH

(CODE 4220)

#### DUTIES

a. Monitors the execution of the operating plan and evaluates the effectiveness of financial resource utilization;

b. Develops and implements budget execution/accounting policies, objectives, guidance and directives for all appropriate levels of management;

c. Develops and maintains a fund authorization control system to preclude over-authorization of available funds;

d. Monitors all financial transactions, including procurement requests, to assure availability of funds, proper cost distribution and propriety of action as related to fund authorization;

e. Analyzes program performance as related to the operating plan, investigates variances from the plan, conducts cyclic reviews with organizational components and makes recommendations for rebalancing and/or reprogramming as appropriate;

f. Monitors inter/intra service support agreements under the Defense Retail Interservice Support Program and other memorandum/letters of agreements between activities/agencies and provides a central point of reference for these documents;

g. Conducts, independently or in cooperation with other Office components, special studies, analyses and investigations to support specific or recurring reporting requirements;

h. Provides field activity level accounting systems for financial management of Office resources;

i. Reviews, analyzes and evaluates all financial and program management systems, reports and procedures;

j. Determines the adequacy of collecting, recording and reporting systems;

- k. Designs new systems, financial reports and financial control procedures;
- l. Integrates the internal and external financial and program management systems. Documents all input data to the Resource Management System and the Integrated Disbursing and Accounting Financial Management System;
- m. Collects and processes financial information that relates to the financial resources for the use of management;
- n. Ensures the processing and absolute fidelity of accounting data used to prepare internal and external accounting reports;
- o. Maintains the general accounting ledger and all subsidiary accounting ledgers and reports reflecting account changes for Navy Stock Fund (NSF) Records;
- p. Performs civilian payroll and timekeeping coordination functions;
- q. Assists in planning, developing and implementing the financial management systems for accounting programs;
- r. Controls, schedules and balances financial document input and output on remote electronic data processing terminals; and,
- s. Ensures the accuracy of automated financial records, reports and accounts.

DISBURSING BRANCH

(CODE 4230)

DUTIES

- a. Maintains and submits fiscal reports to the supported commands as a basis for reporting to higher authority;
- b. Adjudicates, preaudits and pays civilian and military travel claims by cash and U. S. Treasury checks;
- c. Remits withheld taxes and renders related tax returns;
- d. Accounts for, and deposits with the Treasurer of the United States, all monies received;
- e. Prepares/receives, audits and pays various public vouchers by cash and U. S. Treasury checks;
- f. In coordination with representative of supported activities, recommends policy and prepares command directives on matters affecting disbursing operations;

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- g. Initiates correspondence, both within and without the Office to recover indebtedness; forwards doubtful claims and requests advance decisions in unprecedented cases;
- h. Maintains required records and renders financial reports and returns to higher authority as required by appropriate authority;
- i. Makes payment of various dealer bills, both directly and through an imprest fund cashier;
- j. The Disbursing Officer is liable under his official bond for all payments for which credit is denied and for all charges raised by the General Accounting Office in audit and settlement for his accounts; and,
- k. Responsible for the safekeeping of all entrusted funds.

LOGISTICS DIVISION

(CODE 4400)

RESPONSIBILITIES

Provides for the procurement, receipt, storage, issue, shipment, excess and disposal of a complete range of supplies and equipment required in support of NAVOCEANO, five Oceanographic Units, seven Oceanographic Detachments, COMNAVOCEANCOM, Naval Oceanography Command Facility (NAVOCEANCOMFAC) and Naval Ocean Research and Development Activity (NORDA); establishes and maintains control and accountability systems for requests and assets in the custody of the division and for an extensive range of NAVOCEANO Operations Support System (NOSS) equipments on approximately 130 custodial records throughout the Office; prepares and submits annual and special budget data for the Logistics Division; provides logistics interface between all supported customers and other supply/logistics agencies; and, provides required transportation management and control of all on-site Navy and leased vehicles assigned to NAVOCEANO.

PURCHASE BRANCH

(CODE 4410)

DUTIES

- a. Provides a full range of contracting and purchasing services;
- b. Analyzes purchase requests and priorities in regard to propriety, capabilities of the Office, administrative lead time and management control to determine the most effective means of satisfying procurement requirements;
- c. Supervises the negotiation and execution of contracts for requirements exceeding small purchase threshold;
- d. Provides an entire range of purchase support for supplies, services and acquisition of major equipment; and,
- e. Executes authorized leases with external agencies for the temporary use of surplus oceanographic vessels and materials.

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## CONTRACT SECTION

(CODE 4411)

## DUTIES

- a. Makes all procurements requiring formal contracting procedures except when the potential award could result in a contract or a delivery order;
- b. Determines requirement for and prepares, justifies and assigns pre and post-negotiation clearances;
- c. Negotiates and awards contracts for support of activities as required;
- d. Prepares and issues change orders, modifications and terminations;
- e. Resolves disputes in conjunction with legal counsel;
- f. Administers contracts through completion, as required;
- g. Provides advice to activities having requirements in regard to specifications, sole source justification and other pertinent information as required;
- h. Prepares, types and assembles all contracts;
- i. Collects data and prepares contract reports;
- j. Maintains and files bidder lists and applications; and,
- k. Maintains contract documentation files.

## BUYING AND ORDERING SECTION

(CODE 4412)

## DUTIES

- a. Makes all procurements utilizing informal contracting procedures except when the supplies or services are available from an optional use Federal Supply Schedule and the estimated cost exceeds \$25,000;
- b. Reviews purchase requests for completeness and determines method of purchase;
- c. Places orders under existing contracts or schedules;
- d. Negotiates and issues orders, change orders, modifications and termination notices as necessary;
- e. Performs contract administration functions as appropriate;
- f. Prepares, types and assembles all purchase orders and delivery orders;

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- g. Collects data and prepares procurement reports;
- h. Finalizes all correspondence of the Purchase Branch; and,
- i. Maintains and files bidder lists and applications.

SUPPLY MANAGEMENT BRANCH

(CODE 4420)

DUTIES

a. Provides management and control of the entire range of Supply Management functions including management of assets of NSF; inventory control of plant account/minor property, SERVMART, Shop Store; requisition processing and customer assistance; receipt/invoice processing; technical research/analysis; ships inspection; shipping, receiving, delivery, storage of material; and supply analysis functions (Automatic Data Processing (ADP) coordination, documentation of procedures, supply planning, supply quality assurance);

b. Maintains liaison with external activities and organizations in regard to development, implementation and changes to support agreements involving supply management functions; and,

c. Ensures timely and accurate supply support and assistance to all organizational components, Units and Detachments of NAVOCEANO; provides on-site supply functions and shipping support to COMANVOCEANCOM, NAVOCEANCOMFAC and NORDA; and, provides SERVMART support to other selected activities such as a U. S. Geological Survey, National Oceanic and Atmospheric Administration, Data Bouy Center and the U. S. Coast Guard.

SUPPLY SUPPORT SECTION

(CODE 4421)

DUTIES

a. Manages NSF and performs inventory management functions involving NSF materials placed in stock in anticipation of customer demand in support of the Office and supported units;

b. Operates SERVMART and Supply Shop Store;

c. Coordinates the acquisition and disposal of excess personal property;

d. Provides processing for all requests for material or services for on-site, afloat and other supported activities and performs issue or referral action as required;

e. Provides customer service function for inquiries and coordination of priority requirements and expediting. Maintains requisition history and status file;

f. Manages the NAVOCEANO Operations Support System (NOSS) and supply survey expenditure program;

g. Administers imprest fund;

h. Provides receipt control functions to include monitoring of invoice status, processing payments, maintain open/closed purchase order, contract and supply receipt files, and open/closed excess files;

i. Coordinates warranty repair, monitors depot level repairables program, and manages loan of Office equipment to other organizations;

j. Provides a full spectrum of supply technical services, to include: researching, identification, and cataloging equipment; development of allowance lists; assistance in procurement of special control items and sole source/complex items; resolving local problems caused by conflicting information in the various Federal Government publications; and, maintaining a supply technical library and supply technical information program;

k. Manages and conducts the supply quality control program;

l. Provides training in logistics matters to NAVOCEANO and supported elements; and,

m. Performs annual supply inspections on Oceanographic Units, Detachments and Navigational Aids (NAVAIDS).

#### TRAFFIC SECTION

(CODE 4422)

#### DUTIES

a. Perform pre/post shipment coordination responsibilities;

b. Prepares and processes shipment documents, records, receipts and manifests for shipping and receiving points; maintains and updates shipment records; and, coordinates shipment scheduling, expediting, delaying or other transportation disposition;

c. Provides management, control and reporting of NAVOCEANO-assigned Government vehicles, and issues Government motor vehicle operator's identification cards; and,

d. Performs freight claim investigation for losses or damages occurring on NAVOCEANO and supported customers' incoming shipments.



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DISTRIBUTION SECTION

(CODE 4423)

DUTIES

- a. Performs supply receipt inspection and verification of all supplies and equipment ordered by NAVOCEANO and its supported customers. (Inspection is limited to quantity and external physical condition; it does not constitute acceptance testing);
- b. Performs contract technical representative interface functions relative to the effective and efficient performance of the site-support contractor for logistics support services;
- c. Receives all incoming NAVOCEANO and supporter customers material;
- d. Provides packing and crating in support of NAVOCEANO shipping and storage functions;
- e. Provides delivery services for storage, shop stores, SERVMART, NAVOCEANO codes and various supported activities;
- f. Interoffice moves of furniture, material and equipment for the Office;
- g. Receives, stores, maintains, issues, transfers and disposes of all NAVOCEANO supplies and equipment used on-site and in support of field operations. Performs NOSS physical receipt, storage and transfer functions as required; and,
- h. Coordinates the handling of unserviceable equipment processed through the Engineering Department repair facility.

VISUAL COMMUNICATIONS DIVISION

(CODE 4500)

RESPONSIBILITIES

Provides programmatic operational visual information support (graphics, photo/exhibit) to NAVOCEANO, COMNAVOCEANCOM and other components of DON. Designs and/or produces routine and special purpose visual information products in support of operations and public information initiatives.

DUTIES

- a. Provides technical and nontechnical visual communications support for printed materials, presentations and exhibits in the form of illustrations, charts, graphs, vugraphs, 35mm slides in color and black/white, forms, posters, graphics, typographic services and other visual aids;
- b. Provides control of production to assure adequacy and quality of products;

- c. Maintains a Class "G" photographic laboratory and 35mm slide library for operational use;
- d. Coordinates photographic services with on-site contractors;
- e. Designs, modifies, fabricates, maintains and presents NAVOCEANO exhibits. Provides exhibit support to COMNAVOCEANCOM as requested; and,
- f. Develops and produces special project products in support of operations.

PUBLICATIONS AND INFORMATION MANAGEMENT DIVISION

(CODE 4600)

RESPONSIBILITIES

Manages and operates the Navy technical library and coordinates with NORDA on the operation of a classified technical library. Provides public affairs and related public information support services to the Office and administers associated programs, including directives, reports, records, and forms administration. Provides publications management services for all formal Office publications. Provides Central Mail Room and official correspondence recording and filing services.

TECHNICAL LIBRARY

(CODE 4601)

DUTIES

- a. Maintains the Navy technical library, coordinating with NORDA on operation of a classified technical library;
- b. Receives, catalogs, maintains and controls issuance of all library materials; and,
- c. Orders and monitors all Navy requests for publications.

PUBLIC AFFAIRS DESK

(CODE 4602)

DUTIES

- a. Administers public affairs programs and the Freedom of Information Act;
- b. Responds to inquiries from the general public and provides information to local and national news media when newsworthy events occur;
- c. Researches, writes, edits and produces Office flyers, fact books, posters, pamphlets, and the "Bulletin" (Office's in-house newspaper); and,
- d. Plans and coordinates special events, cooperative conferences, visitor schedules, Office or ship open house events, and Speaker's Program.

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TECHNICAL PUBLICATIONS GROUP

(CODE 4603)

DUTIES

- a. Establishes publication and printing standards for Office and reviews all official publications for conformity with the standards and regulations established by Congressional Joint Committee on Printing, Government Printing Office and the Navy Publications and Printing Service;
- b. Translates publications, on request, from English to Spanish or French and from Spanish or French to English;
- c. Serves as liaison with printing organizations and advises on publications and printing policies;
- d. Ensures the control, review, edit, reproduction and stock maintenance of all formal Office publications;
- e. Manages and maintains the Office publications archives;
- f. Provides information and material of historical value to the Navy and the public, and prepares command history; and,
- g. Responds to inquiries requesting Office publications.

DIRECTIVES/RECORDS MANAGEMENT DESK

(CODE 4604)

DUTIES

- a. Monitors and reviews Office Directives, Forms, Records Disposal and Reports Management programs; and,
- b. Administers Privacy Act program within the Office.

MAIL MANAGEMENT GROUP

(CODE 4605)

DUTIES

- a. Processes, controls and maintains accountability of all incoming and outgoing official correspondence up to and including secret;
- b. Provides administrative guidance in the handling of correspondence up to and including secret;
- c. Coordinates the internal messenger mail system which includes the processing and administration of all official incoming and outgoing mail;

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d. Maintains official Office file of correspondence and records up to and including that classified as Secret (except Ocean Survey Program material); and,

e. Administers the Command Action Correspondence Tickler and Acknowledgment Procedure System.

## CONSOLIDATED SECURITY DIVISION

(CODE 4700)

### RESPONSIBILITIES

Acts as NAVOCEANO Security Manager in all aspects of security; and, provides technical and administrative guidance and assistance to all Office components in DON Information, Personnel, ADP, physical and industrial security programs, top secret control and intelligence matters.

## OCEANOGRAPHIC INTELLIGENCE GROUP

(CODE 4701)

### DUTIES

a. Manages the Special Compartmented Information (SCI) Program. Serves as liaison with the Naval Intelligence Command on all SCI matters, maintaining local SCI holdings and administering the operation of the SECURE-FAX and AUTOSEVOCOM equipment;

b. Monitors and assesses the operations, capabilities and intentions of foreign oceanographic programs;

c. Acts as the central point of contact within NAVOCEANO for the analysis, evaluation and exploitation of foreign oceanographic programs;

d. Conducts liaison with both the intelligence and scientific community to obtain information on the progress of foreign nations in oceanography; and,

e. Serves as the principal point of contact within the Office for liaison with the Naval Telecommunications Center, New Orleans Detachment, regarding communications service.

## INFORMATION, PERSONNEL AND PHYSICAL SECURITY GROUP

(CODE 4702)

### DUTIES

a. Acts as Assistant NAVOCEANO Security Manager and the Physical Security Officer;

b. Provides technical and administrative guidance in the planning, development, installation and management of DON Information, Personnel, physical and industrial security programs;

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- c. Serves as personnel security clearance control point. Ensures that all personnel with a bona fide need receive appropriate instruction in classified material handling procedures;
- d. Formulates and coordinates a security orientation, education and training program for the safeguarding of classified information, providing oversight and guidance to specific codes as appropriate;
- e. Requests background investigation and completes administrative requirements prior to issuance of security clearance;
- f. Coordinates the preparation of security classification and advance security planning guides. Assists security classification authorities in reaching classification decisions;
- g. Prepares, stores, maintains Office identification badges and DOD civilian identification cards for NAVOCEANO, COMNAVOCEANCOM and Naval Oceanography Command Facility;
- h. Ensures security control of Office visitors;
- i. Controls classified material safes, storage containers, locks and keys;
- j. Investigates and reports security violations and compromises (except SCI, top secret and ADP-related) to the Commanding Officer via the Security Manager; and,
- k. Monitors performance of security alarm system, performs maintenance, recommends and makes modifications to security alarm system and other equipment relative to security.

TOP SECRET CONTROL GROUP

(CODE 4703)

#### DUTIES

- a. Provides technical and administrative guidance in the management of the top secret control programs for NAVOCEANO and COMNAVOCEANCOM;
- b. Provides control of top secret documents and data from initial raw data stage through final end product distribution;
- c. Provides uniform security indoctrination for all components in the control of top secret and related materials;
- d. Serves as the personnel security and distribution control point for COMNAVOCEANCOM, NAVOCEANO and COMNAVOCEANCOM Fleet activities for COSMIC, NATO and CENTO materials, briefs and debriefs personnel in these special international organization requirements;

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- e. Administers top secret records retention/disposal program; and,
- f. Oversees the destruction of classified material.

AUTOMATIC DATA PROCESSING SECURITY DESK

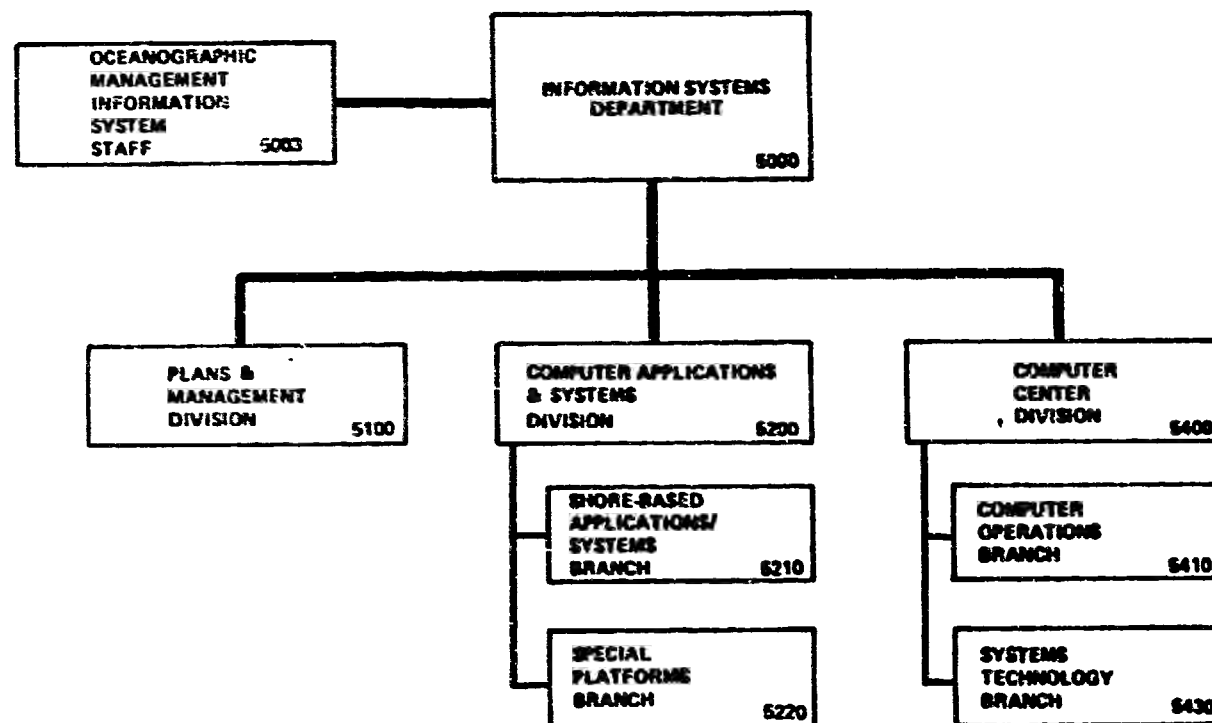
(CODE 4704)

#### DUTIES

- a. Serves as the ADP Information Systems Security Office and provides guidance to the Command to ensure compliance with national, Naval and Command ADP security directives and guidance;
- b. Serves as the focal point for the development and implementation of ADP security policies and procedures;
- c. Monitors the design, implementation, modification and use of computer systems to provide maximum security of classified information processed by Office ADP equipment;
- d. Manages and controls access to Office computers to protect the classified information processed by these computers;
- e. Develops procedures and safeguards to correct security deficiencies for Office ADP systems;
- f. Serves on interdepartmental teams seeking ADP system accreditation; and,
- g. Reports ADP-related security compromises to policy violations to the Commanding Officer via the Security Manager.

**NAVOCEANOINST 5450.1A CH-6**  
**6 MAY 1985**

**SECTION 5000**  
**INFORMATION SYSTEMS DEPARTMENT**  
**ORGANIZATION AND FUNCTIONS**



DATE:

6 MAY 1985

APPROVED:

*Jm Hearn*

NAVAL OCEANOGRAPHIC OFFICE

INFORMATION SYSTEMS DEPARTMENT

5000-2



INFORMATION SYSTEMS DEPARTMENT

(CODE 5000)

RESPONSIBILITIES

Under the guidance of the Director, Information Systems Department establishes Automatic Data Processing (ADP) policy, performs ADP planning and information system/data processing management for the Naval Oceanographic Office (NAVOCEANO). Evaluates ADP/data processing equipment, systems and techniques to assess effectiveness and efficiency in meeting current and projected requirements. Provides technical, analytical and programming services. Functions as the program manager for the NAVOCEANO Computer Acquisition Program and the ADP Budget. Implements Office policies and procedures to comply with the Navy Automated Data Systems Documentation Standards Program and the Navy ADP Program Report System (ADPPRS). Obtains approval of, and generates technical specifications for, the procurement/acquisition of Office ADP equipment based on funded requirements. Provides operational systems and technology to support Office operations. Operates and maintains the Oceanographic Management Information System (OMIS). Maintains close liaison with all components of the Office to ensure proper planning for the responsiveness to their requirements. Initiates new programs to satisfy unfulfilled requirements. Maintains an awareness of related programs and maintains liaison with related government activities, industry and academic institutions. Supervises and coordinates the accomplishment of assigned functions.

RELATIONSHIPS

Responsible to the Commanding Officer through the Scientific and Technical Director for the accomplishment of the above outlined responsibilities.

OCEANOGRAPHIC MANAGEMENT INFORMATION SYSTEM STAFF

(CODE 5003)

DUTIES

- a. Maintains a modern management information system capability to satisfy oceanographic information needs of the Department of Defense (DOD) (mainly the U. S. Navy), government agencies, contractors, academic institutions and foreign nations;
- b. Provides central reference and referral services with information about oceanographic programs, surveys and platforms, data assets, inventories, products and services for the DOD community;
- c. Maintains liaison to ensure continued awareness of programs, surveys, and availability of data; promotes data and information exchanges; and, responds to requests in areas of expertise to authorized users;
- d. Maintains a master inventory system for production of documents including directories, graphic plots, summaries and other secondary products for distribution to the DOD community;

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e. Replies and coordinates responses to queries concerning data inventory searches and the location of data and products held by Navy for authorized users; and,

f. Trains and briefs potential users of the OMIS.

## PLANS AND MANAGEMENT DIVISION

(CODE 5100)

## RESPONSIBILITIES

Defines and develops short, mid and long-range plans for Office ADP systems. Identifies and documents system requirements in accordance with Department of Navy (DON) Life Cycle Management (LCM) directives. Provides policy, guidance, and planning to ensure that Office ADP systems meet the requirements of Office components, Commander, Naval Oceanography Command (COMNAVOCEANCOM), Chief of Naval Operations, and other users. Conducts studies to determine areas which should be automated, the appropriate methods to be used for satisfying user requirements, and the hardware and software support needed. Conducts continuous performance analysis of the computer equipment in order to ensure maximum utilization of formal studies of advance equipment of concepts such as interactive graphics, terminals, plotters, and data base management hardware and software to determine requirements and develop plans for equipment augmentation or modernization. Provides consultant and planning support to user activities in the areas of ADP technology, LCM, procurement, budget and facilities.

Responsible for the hardware configuration planning, management, review, and control; and, monitors and reports ADP equipment, software, contractual and maintenance support for all of the Office. Serves as the centralized office for the NAVOCEANO ADP program and budget data, ensuring that all approved objectives and requirements have the required ADP support included in plans and referenced in the Computer Acquisition Program (CAP), special purpose ADP and operational budgets. Responsible for the implementation of DOD and DON directives which address ADP security for operation of a computer center. Acts as Contracting Officer's Technical Representative (COTR) on Automatic Data Processing Equipment (ADPE) related acquisitions by providing for the interpretation of specifications, terms, and agreements. Participates in the technical comparison of technical specifications to vendor proposals of all Office ADP procurements. Prepares detailed specifications for NAVOCEANO Central Computer Site ADP procurements. Assists user codes in preparing detailed specifications for all ADP procurements. In coordination with the Management and Support Services Department, performs central site ADP facilities planning. Responsible for central site ADP contingency planning.

## COMPUTER APPLICATIONS AND SYSTEMS DIVISION

(CODE 5200)

## RESPONSIBILITIES

Provides computer systems analysis, design, coding, testing and implementation of application software in support of Office scientific and administrative requirements. Assists the Office departments in the analysis and preparation of

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functional descriptions to satisfy operational needs via computer applications. Provides field support while aboard survey ships, aircraft or area field-based data acquisition sites. Provides guidance in the development of special systems utilizing unique or special purpose equipment and advanced programming techniques. Monitors existing and planned systems to ensure that the latest advances in computer science have been incorporated.

## SHORE-BASED APPLICATIONS/SYSTEMS BRANCH

(CODE 5210)

## DUTIES

- a. Provides Automated Information Systems (AIS) life cycle support and software configuration control for assigned systems;
- b. Designs software systems utilizing the NAVOCEANO central site computers to support Office departments in analyzing and displaying oceanographic, hydrographic, geophysical, acoustical and administrative data; and,
- c. Provides systems analysis, design, coding, testing, implementation and maintenance of existing and proposed shore-based systems required by the Office.

## SPECIAL PLATFORMS BRANCH

(CODE 5220)

## DUTIES

- a. Provides AIS life cycle support and software configuration control for assigned systems;
- b. Develops, coordinates, implements and monitors the performance of unique software systems in support of the Office's data acquisition requirements for oceanographic, hydrographic, geophysical, navigational and acoustical data;
- c. Improves methods of data collection and data analysis through development, translation and/or modification to integrate feasible techniques, procedures and mathematical models into operational systems;
- d. Provides systems analysis, design, coding, testing, implementation, maintenance and consolidation of existing and proposed special platform systems required by the Office; and,
- e. Provides field support by installing, testing and monitoring the performance of systems aboard survey ships, aircraft and/or other field-based data acquisition sites.

## COMPUTER CENTER DIVISION

(CODE 5400)

## RESPONSIBILITIES

Provides ADP services and central computer capabilities to support COMNAVOCEANCOM and NAVOCEANO. Operates, maintains and monitors the central computer facility providing computing, communications and data library services

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to the Office. Designs, develops, implements, maintains and reviews systems software to support the central computer systems and associated telecommunications devices. Coordinates with vendors to implement and/or modify vendor software including executive system, telecommunication software, graphics software packages, and other software systems in support of specialized user requirements. Provides central computer-user consultation, training and trouble analysis. Ensures compatibility changes to improve efficiency and economy of operations. Implements DOD and DON directives which address ADP, security and equipment standards for operation of a computer center. Controls, schedules and ensures the efficient operation of the central site equipment. Reviews and monitors the interaction between terminals and other equipment. Publishes and maintains documentation relating to computer operations and standards. Performs technical and operational configuration management functions for software and hardware in support of the overall configuration management plan providing input as required; assists in the preparation of detailed hardware specifications for central site procurement items; and, participates in central computer center procurement evaluations. Participates in development of and implements contingency plans for backup data libraries and computing processing support in cases of catastrophic failure of the central site. Recommends and installs new equipment to ensure technological advances are available to all users. Publishes user-related documentation concerning the availability and use of computer facilities.

Monitors the technical performance of on-site central computer contract personnel to ensure compliance with requirements and certifies technical acceptability of work performed.

## COMPUTER OPERATIONS BRANCH

(CODE 5410)

## DUTIES

- a. Staffs and operates the central computer facility supporting the mission of the Office;
- b. Provides required services to support the computer facility, all associated peripheral and telecommunication equipment and facilities supporting multishift operation;
- c. Evaluates and reviews fault reporting systems which identify and classify system failures and takes appropriate action to reduce or eliminate faults. Periodically tests contingency operation plans at alternate sites to ensure continued operation of critical programs and safety of data in case of failure at the central site;
- d. Recommends and implements changes in computer operation and policy to improve operational support;
- e. Monitors on-site central computer maintenance support and coordinates service requirements with vendor personnel;

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f. Notifies users of central and remote facilities of any changes in configuration or operational capability. Coordinates with programming personnel to determine causes of program failure, attempts recovery wherever possible, and documents system status and related information for analysis of failure;

g. Monitors the proper operation of environmental and power reliability systems to preclude equipment malfunctions due to external causes, and recommends changes in the operation of such equipment;

h. Plans, develops and implements quality control and scheduling of all input to and output from the central computer system;

i. Provides an automated magnetic data library system to identify tape and disk staging, filing, cleaning and certifying requirements; and,

j. Analyzes fault reporting systems and failure reports and takes appropriate action to minimize computer run, tape and disk failures.

#### SYSTEMS TECHNOLOGY BRANCH

(CODE 5430)

#### DUTIES

a. Provides required technical analysis, planning, programming and documentation support to ensure stable operating systems to include for local enhancements to the operating system and its compiler and library software, as well as installation and review of new software and hardware releases;

b. Provides computer systems performance evaluation and upgrades computer performance by planning and analysis in areas of software configuration management, software/hardware monitoring, providing input to ADP planning cycles, maintaining technical expertise in current and future hardware/software advances;

c. Provides design, analysis, programming and implementation of operating system software for security and Privacy Act requirements to include data file protection and user sign on/off validation;

d. Provides full support for data communications to include communication protocol verification, troubleshooting analysis of terminal problems, configuration of new terminals, participation in the feasibility analysis of request for, and types of, terminals, procurement of modems, lines and maintains current knowledge of state-of-the-art techniques for network and terminal planning activities such as terminal multiplexing for optimum utilization and proper line speed selection;

e. Provides full support to all Office departments and outside users of the central computer systems through consultation, programming, trouble analysis and development of specialized software;

f. Establishes standards, procedures and guidelines for all users to ensure proper and efficient use of central computer systems;

g. Provides training and liaison with total user community on all items dealing with computer systems software, operational use and user program efficiencies;

h. Designs, implements and maintains a resource management system for computer utilization statistics and reporting;

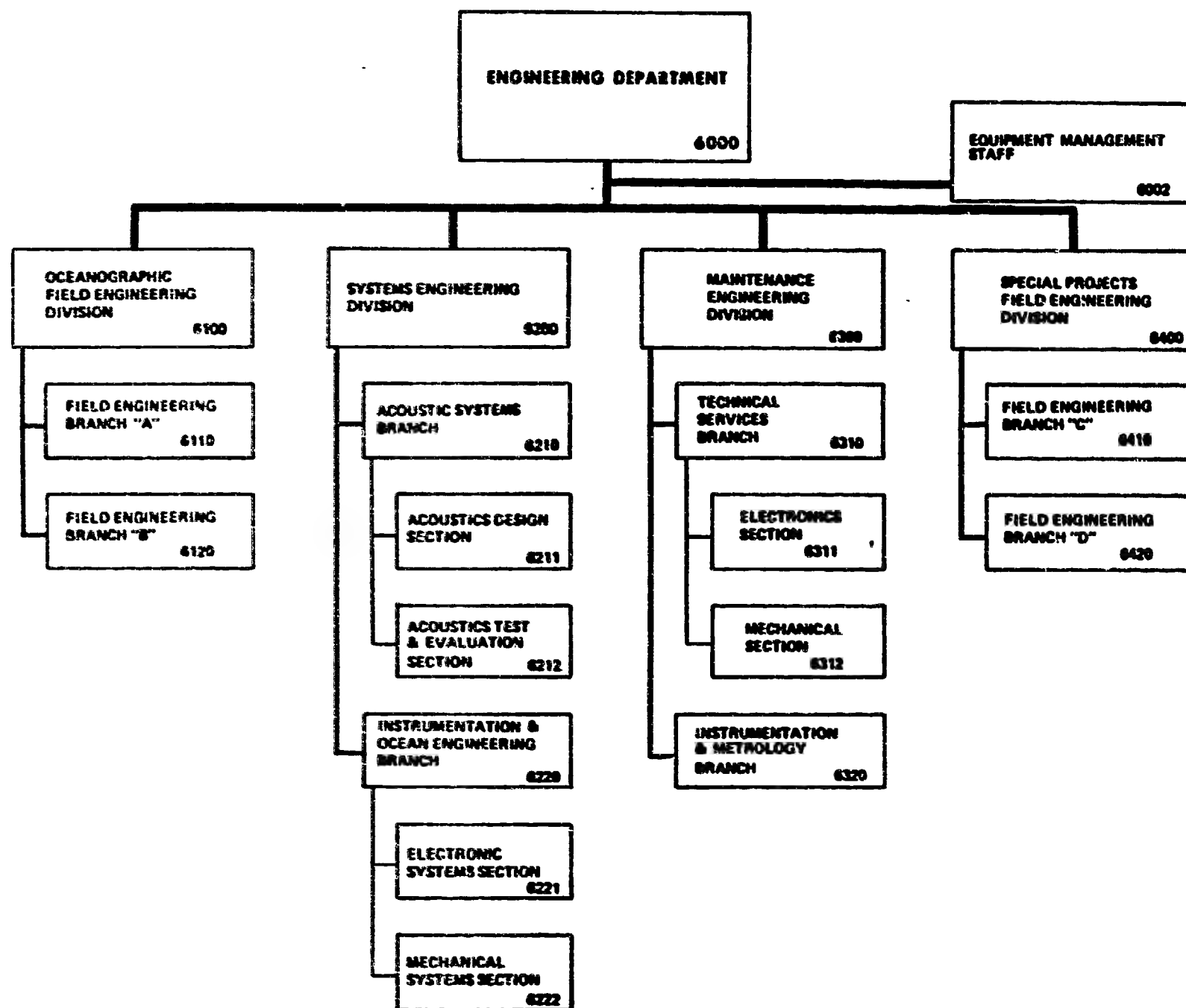
i. Responsible for mass storage management of the central facility through use of software and manual monitoring procedures; and,

j. Responsible for maintaining the standard Data Management Software System at the Office central computer facility to include test, checkout and implementation of all new releases, and assistance to and instruction in the use of the system as requested by individual data managers within the Office. Maintain currency in the state-of-the-art data management software and acquire new software products as applicable.

NAVOCEANOINST 5450.1A CH-6

6 MAY 1985

SECTION 6000  
ENGINEERING DEPARTMENT  
ORGANIZATION AND FUNCTIONS



DATE:  
8 MAY 1985

APPROVED:  
*Am lean*

NAVAL OCEANOGRAPHIC OFFICE

ENGINEERING DEPARTMENT

6000-2



6 MAY 1955

## ENGINEERING DEPARTMENT

(CODE 6000)

## RESPONSIBILITIES

Under the guidance of the Director, Engineering Department, conducts operational engineering programs for support of oceanographic and hydrographic surveys and improvement of instruments, systems and Naval Oceanographic Office (NAVOCEANO) products. Conducts Office of Research and Development, Test and Evaluation (RDT&E) programs to develop, test and evaluate instruments, systems and techniques and to ensure their suitability for survey service. Provides engineering and technical services aboard ships, aircraft, and ashore, to include support to military oceanographic units and Navigation Aids Support Unit (NAVAIDSUPPUNIT). Integrates equipment into associated instrumentation systems and operates, maintains, modifies, repairs, and calibrates this equipment. Provides facilities for the above. Provides technical and design engineering services to Office components to resolve nonroutine problems. Generates technical specifications for the procurement of instruments, survey systems, and equipment based upon requirements of survey codes, and inspects and tests the resulting products recommending acceptance or rejection. Monitors, reviews and makes recommendations to maintain current consolidated shipboard Survey Equipment/Parts Allowance Lists. Develops and implements electronic field changes. Reviews and provides guidance on requirements for maintenance, repair and calibration of survey equipment. Coordinates and manages NAVOCEANO's Planned Maintenance Program. Interfaces with Military Sealift Command (MSC) on technical issues after coordination with Plans, Requirements and Operations Department. Provides technical input to yard packages and sponsors voyage repairs. Programs and provides for Auxillary General Oceanographic Research (AGOR) equipment acquisition to maintain validated platform requirements. Conducts oceanographic instrument calibration on a reimbursable basis for government and nongovernment organizations in the Gulf Coast area. Maintains close liaison with all components of the Office and supported activities to ensure that the engineering effort is responsive to their needs. Initiates new programs to satisfy unfulfilled requirements. Maintains an awareness of related technical programs and maintains liaison with related government activities, industry and academic institutions. Acts as the Office agent to enhance continuing beneficial interaction between National Oceanic and Atmospheric Administration (NOAA) and NAVOCEANO in the field of oceanographic instrumentation.

## RELATIONSHIPS

Responsible to the Commanding Officer through the Scientific and Technical Director for assigned functions.

## EQUIPMENT MANAGEMENT STAFF

(CODE 6002)

## RESPONSIBILITIES

Responsible for the technical development of Life Cycle Support criteria for NAVOCEANO and other acquired systems, equipment instrumentation and survey hardware. Develops acquisition plans, specifications and acts as Command Competition Advocate. Maintains control of technical documentation of

NAVOCEANO's Ship Equipment Configuration Accounting System (SECAS). Develops and coordinates integrated logistics support plans, survey equipment tables of allowance and parts lists integrated with OCEANOUNIT Coordinated Shipboard Allowance Lists (COSAL). Manages the General Purpose Electronic Test Equipment (GPETE) program, the Planned Maintenance Sub-system (PMS) of the Navy Material and Maintenance Management (3M) Program and the NAVOCEANO Quality Assurance Program. For equipment that is not Life Cycle managed by NAVOCEANO, the staff will perform/coordinate the duties applicable or as requested.

#### DUTIES

- a. Reviews in concert with user equipment requisitions to ensure requirements cannot be met with inventories. Develops Integrated Logistics Support Plans (ILSPs) in concert with the support provider and equipment user. Coordinates ILSP implementation with the Logistics Division. Coordinates future (FY+2) acquisition plans with the user department to initiate technical documentation;
- b. Develops initial survey equipment Table of Allowance (TOA) and processes subsequent changes to the TOA. Develops procedures to integrate the TOA with COSALs for the OCEANOUNITS. Develops Allowance Parts Lists (APLs) when required;
- c. Manages the Quality Assurance Program; provides systematic monitoring of processes concerned with equipment maintenance and repair, calibration, procurement, configuration and specification preparation. Assures implementation of corrective actions for discrepant material. As agent for the contracting officer, ensures contractor compliance to equipment and service contract requirements and executes acceptance or rejection notices as applicable;
- d. Manages the PMS of the 3M Program and the GPETE Program. Coordinates the development of required TOAs for GPETE Program and oversees the calibration of all shipboard and in-house general and special purpose test equipment;
- e. Coordinates, in concert with Logistics Division, Officewide competitive procurement program for equipment/spares and assists/coordinates in the specification review process. Acts as NAVOCEANO Competition Advocate; and,
- f. Maintains hardware configuration documentation files. Maintains oversight of equipment inventories and acquisition plans to provide information to management regarding utilization, value, age and trends. Acts as Type Commander (TYCOM) ensuring that operating units under NAVOCEANO Command accomplish timely configuration change reporting. Provides guidance for prescribed configuration change, reporting and promoting utilization of these procedures by subordinate units.

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## OCEANOGRAPHIC FIELD ENGINEERING DIVISION

(CODE 6100)

## RESPONSIBILITIES

Assures peak performance of all NAVOCEANO Auxillary General Ship (AGS) and AGOR oceanographic instruments and systems, and operational acoustic systems; by providing engineering and technician services aboard assigned ships and related platforms. Provides engineering and technician support to the integration of instruments and equipment into shipboard survey systems and in the installation, operation, preventative maintenance, and repair of all NAVOCEANO AGS and AGOR survey systems and components aboard ship. Operates a central facility for maintenance, repair and modification of operational acoustic systems. Recommends improved development testing and evaluation programs carried out aboard AGS and AGOR ships and for acoustic systems, and assumes the lead role when assigned. Reviews and provides technical input to shipyard overhaul and installation specifications. Recommends AGOR equipment acquisition to maintain validated platform requirements.

## FIELD ENGINEERING BRANCH "A"

(CODE 6110)

## DUTIES

- a. Provides engineering and technical field support in the installation, operation, maintenance, repair and test and evaluation of shipboard oceanographic instrumentation and survey systems for AGS and AGOR ships, and ships of opportunity assigned;
- b. Coordinates shipboard engineering requirements and technical efforts in the modification, repair, maintenance, systems integration, development, testing, and evaluation of oceanographic instrumentation and survey systems;
- c. Prepares technical specifications for shipboard overhaul and installations. Conducts technical liaison with MSC after coordination with Plans, Requirements and Operations Department; and,
- d. Recommends AGOR equipment acquisition to maintain validated platform requirements.

## FIELD ENGINEERING BRANCH "B"

(CODE 6120)

## DUTIES

- a. Provides engineering and technical field support in the installation, operation, maintenance, repair and test and evaluation of shipboard oceanographic instrumentation and survey systems of AGS and AGOR ships, and ships of opportunity assigned;
- b. Coordinates shipboard engineering requirements and technical efforts in the modification, repair, maintenance, systems integration, development, testing and evaluation of oceanographic instrumentation and survey systems;

c. Prepares technical specifications for shipboard overhaul and installations. Conducts technical liaison with MSC after coordination with Plans, Requirements and Operations Department; and,

d. Provides engineering and technical support in-house and during field deployment in the installation, maintenance, repair, calibration and modification of assigned operational acoustic systems. Operates in-house facility for acoustic systems.

#### SYSTEMS ENGINEERING DIVISION

(CODE 6200)

#### RESPONSIBILITIES

Provides engineering design, analysis, test and evaluation of survey systems and components, and assures that modification and new designs and developments are operational. Reviews engineering specifications. Performs studies and makes recommendations concerning acquisition, design and development of new systems. Performs the primary engineering functions relating to high priority programs such as the Ocean Measurement Program (OMP) and acoustic programs.

#### ACOUSTIC SYSTEMS BRANCH

(CODE 6210)

#### DUTIES

a. Provides an in-house engineering capability for the design, development, test and evaluation of acoustic equipment and systems for data acquisition, display and processing;

b. Provides specialized acoustic engineering field support to acoustic oceanographic operations; and,

c. Performs theoretical analysis in sound propagation, transmission, reception and detection.

#### ACOUSTICS DESIGN SECTION

(CODE 6211)

#### DUTIES

a. Recommends, develops, designs and constructs prototypes of equipment and systems used in acoustic oceanographic operations for data acquisition, display and processing; and,

b. Supports specialized acoustic operations in the field.

#### ACOUSTICS TEST AND EVALUATION SECTION

(CODE 6212)

#### DUTIES

a. Procures state-of-the-art prototype acoustic systems developed by industry or government, and establishes test plans and conducts laboratory and field tests to determine suitability for operational use;

b. Performs remaining development and takes action necessary to convert prototype acoustical equipment for survey service; and,

c. Participates in interagency testing and evaluation of acoustical systems.

INSTRUMENTATION AND OCEAN ENGINEERING BRANCH

(CODE 6220)

DUTIES

a. Provides an in-house engineering capability for the design, development, test and evaluation of oceanographic and hydrographic instruments and systems, mechanical shipboard handling gear;

b. Provides an in-house ocean engineering capability;

c. Determines soundness of engineering design of newly developed equipment and ensures interface capability with existing data acquisition systems; and,

d. Reviews engineering specifications for major acquisitions to assure technical conformance to Office policy.

ELECTRONIC SYSTEMS SECTION

(CODE 6221)

DUTIES

a. Recommends, develops, designs and constructs prototype electronic equipment and systems used in hydrographic and oceanographic operations for data acquisition, display and processing; and,

b. Provides electronic engineering support to operations conducted for the OMP, coastal surveys, VAMP, Teleprobe, and others in the field and in-house for purposes of test and evaluation.

MECHANICAL SYSTEMS SECTION

(CODE 6222)

DUTIES

a. Recommends, develops, designs, constructs, tests and evaluates prototype mechanical equipment, and systems used in hydrographic and oceanographic operations;

b. Performs predictive analysis and system engineering studies on towed, moored, and drifting cable systems;

c. Performs test and evaluation work on shipboard handling gear;

d. Prepares and maintains engineering drawings on equipment and shipboard systems; and,

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e. Reviews technical specifications for procurement of major mechanical equipment/systems.

MAINTENANCE ENGINEERING DIVISION

(CODE 6300)

RESPONSIBILITIES

Provides engineering design, analysis, test and evaluation of oceanographic sensors, instruments and facilities. Directs life cycle maintenance support for oceanographic and hydrographic survey instruments and support equipment. Directs the depot level maintenance, repair and calibration performed on these instruments. Develops and implements modifications and equipment to meet new project requirements and to enhance productivity and maintainability. Conducts oceanographic instrumentation calibration in support of Office programs, and on a reimbursable basis, in support of other Government agencies and contractors.

TECHNICAL SERVICES BRANCH

(CODE 6310)

DUTIES

- a. Provides life cycle depot level support for electronic oceanographic and hydrographic instrumentation systems and support equipment;
- b. Provides life cycle depot level support for mechanical oceanographic and hydrographic systems and equipment;
- c. Reviews, consolidates and implements equipment field changes; and,
- d. Provides technical expertise to the Logistics Division in identifying equipment, in recommending equipment disposal when beyond economical repair, and in conducting technical research to identify spare parts when required.

ELECTRONICS SECTION

(CODE 6311)

- a. Operates a central facility for the life cycle maintenance and repair support of oceanographic and hydrographic electronics systems including electronic navigation and data acquisition/processing systems and equipment;
- b. Develops maintenance and calibration procedures for oceanographic and hydrographic survey electronics systems and support equipment;
- c. Conducts failure analysis studies on electronic survey equipment to determine failure modes and inherent design weaknesses. Recommends equipment modifications or changes to shipping, handling and deployment methods to overcome chronic failure problems;
- d. Conducts evaluation tests on new electronic instruments and equipment to determine performance; and,

e. Determines whether in-house or contractor support will be used to accomplish tasks. The most advantageous method will be used based on costs, priorities and deadlines.

#### MECHANICAL SECTION

(CODE 6312)

a. Operates a central facility for the life cycle maintenance and repair of mechanical oceanographic instruments/systems and support equipment including winches, cranes, cable winding machines, towed instrument vehicles and arrays;

b. Develops maintenance procedures for mechanical oceanographic and hydrographic survey systems and support equipment;

c. Conducts failure analyses on mechanical equipments to determine failure modes and inherent design weaknesses. Recommends equipment modifications or changes to handling and deployment methods to overcome chronic failure problems;

d. Conducts evaluation tests on mechanical equipment to determine performance; and,

e. Determines whether in-house or contractor support will be used to accomplish tasks. The most advantageous method will be used based on costs, priorities and deadlines.

#### INSTRUMENTATION AND METROLOGY BRANCH

(CODE 6320)

#### DUTIES

a. Provides engineering design, test, evaluation and analysis in support of the maintenance, repair and calibration of oceanographic and hydrographic instrumentation and equipment;

b. Performs tests and evaluations of survey instrumentation and implements modifications and improvements to meet new requirements and to enhance productivity and maintainability;

c. Performs special maintenance, repair, adjustment and calibration of oceanographic measurement instruments through the use of precision environmental test facilities and measurement standards;

d. Maintains calibration certification of Office test and measurement standards and equipment;

e. Operates the Navy Southeast Regional Calibration Laboratory, performing calibration and maintenance of marine instrumentation on a reimbursable basis for industry, academia and other government agencies;

f. Develops technical specifications for procurement of survey instruments, and maintenance and calibration facilities; and,

- g. Maintains the precision environmental test and calibration facilities.

SPECIAL PROJECTS FIELD ENGINEERING DIVISION

(CODE 6400)

RESPONSIBILITIES

Assures peak performance of all hydrographic and special project oceanographic instruments and systems by providing engineering and technical services aboard assigned ships, aircraft and field stations ashore. Provides engineering and technical support in the integration of instruments and equipment into shipboard and aircraft survey systems and in the installation, operation, preventative maintenance and repair of all hydrographic and special project oceanographic survey systems and components on ships, aircraft and special project equipment. Reviews and provides technical inputs for the annual yard availability for assigned survey platforms. Operates and maintains central facilities for the maintenance and repair of aircraft survey instrument systems. Supports instrument and system development, test and evaluation programs carried out aboard coastal survey ships, aircraft and aboard survey launches.

FIELD ENGINEERING BRANCH "C"

(CODE 6410)

DUTIES

- a. Provides engineering and technical field support in the installation, operation, development, test and evaluation, maintenance, and repair of shipboard and field deployed special project hydrographic/oceanographic instrumentation and survey systems as assigned;
- b. Coordinates field engineering requirements and technical efforts in the installation, modification, repair and maintenance of hydrographic/oceanographic instrumentation and survey systems; and,
- c. Generates and provides technical specifications to the MSC for the annual yard availability for assigned survey platforms. Conducts liaison with MSC to resolve technical problems related to the platforms after coordination with Plans, Requirements and Operations Department.

FIELD ENGINEERING BRANCH "D"

(CODE 6420)

DUTIES

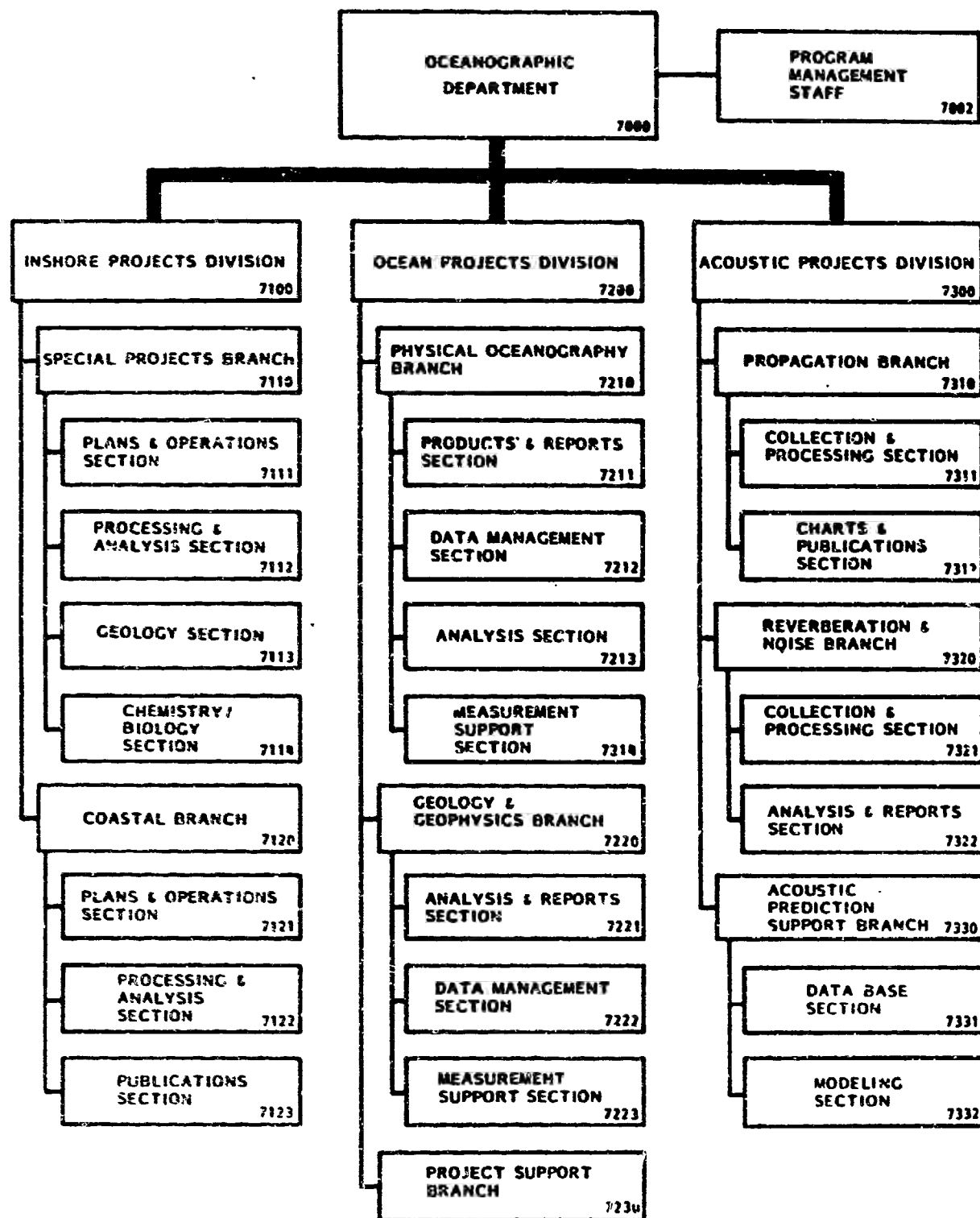
- a. Provides engineering and technical field support in the installation, operation, development, testing and evaluation, maintenance and repair of shipboard, aircraft and field deployed special project hydrographic/ oceanographic instrumentation and survey systems as assigned;
- b. Coordinates field engineering requirements and technical efforts in the installation, modification, repair and maintenance of hydrographic/oceanographic instrumentation and survey systems;



- c. Generates and provides technical specifications to the MSC for the annual yard availability for assigned survey platforms. Conducts liaison with MSC to resolve technical problems related to the platforms after coordination with Plans, Requirements and Operations Department; and,
- d. Provides central facility and performs in-house repair of aircraft survey instrumentation and certain other systems as assigned.

SECTION 7000  
OCEANOGRAPHIC DEPARTMENT  
ORGANIZATION AND FUNCTIONS

7000-2



DATE:

6 MAY 1985

APPROVED:

*Tom Sean*

NAVAL OCEANOGRAPHIC OFFICE

OCEANOGRAPHIC DEPARTMENT

OCEANOGRAPHIC DEPARTMENT

(CODE 7000)

RESPONSIBILITIES

Under the guidance of the Director, Oceanographic Department, plans and conducts oceanographic, geophysical, and underwater acoustic surveys. Analyzes survey data, and interprets the results in terms of application to Navy systems. Prepares charts, studies, and other oceanographic environmental publications and products in support of the Fleet and Navy System Command requirements. Develops and maintains automated data files in support of the Navy's oceanographic program. Provides scientific diver support and equipment. Manages the operations of the Department with special emphasis on: collecting and analyzing data and making it available to consumers; and designing optimum product content and form for maximum usefulness to users within resources available.

RELATIONSHIPS

Responsible to the Commanding Officer through the Scientific and Technical Director for assigned functions.

PROGRAM MANAGEMENT STAFF

(CODE 7002)

RESPONSIBILITIES

Coordinates the efforts of department personnel in supporting the Ocean Measurements Program (OMP), the Mine Warfare Environmental Support Program, and other Navy programs. Coordinates and approves data requirements and specifications. Prepares plans for data collection and reporting. Ensures that programs are responsive to Navy needs through frequent liaison with representatives of diverse Navy commands, agencies and laboratories, with other Federal agencies and nongovernment activities as appropriate. Recommends responsibility to the Department Director for implementing program plans. Monitors and prepares submittals for projects, budget, and reports progress.

INSHORE PROJECTS DIVISION

(CODE 7100)

RESPONSIBILITIES

Plans and conducts oceanographic environmental surveys in near-shore and other designated ocean areas required in support of military systems, programs, and operations. Processes, analyzes and interprets the results in terms of their application to military requirements. Produces charts and reports, and maintains appropriate data files. Provides assistance, guidance and coordination in the preparation and production of multidisciplinary publications of the Oceanographic Department. Maintains and manages the Oceanographic Laboratories and the Naval Oceanographic Office's (NAVOCEANO's) scientific diving capability by providing support and equipment.

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SPECIAL PROJECTS BRANCH

(CODE 7110)

DUTIES

- a. Plans and conducts special surveys in support of submarine trial areas, missile launch and impact sites, special search missions, and other undersea warfare requirements;
- b. Maintains a capability of conducting detailed surveys and searches of the ocean floor and the implantment of seafloor positioning systems;
- c. Processes and analyzes data, and prepares charts and publications which meet the specific operational requirements of the military users;
- d. Conducts multidisciplined studies and provides consultation for military problems involving seafloor sediment engineering and geoacoustic properties, sea water chemistry, bioluminescence, biofouling, and environmental monitoring and protection;
- e. Operates the Marine Geoscience Laboratory, and the Chemical/Biology Laboratory;
- f. Provides integrated analytical support to various programs, such as Project CAESAR, OMP, ODISTA, and others;
- g. Maintains a capability to provide scientific diver support and equipment to Office operations as required; and,
- h. Maintains special data banks from submarine operations.

PLANS AND OPERATIONS SECTION

(CODE 7111)

DUTIES

- a. Researches areas worldwide for suitability as specialized Fleet operating areas and evaluates environmental and operational data in order to select areas to be surveyed;
- b. Plans for and conducts detailed comprehensive survey operations in designated submarine trial areas, HULL integrity test dive sites, and TRIDENT/MX areas including documentation, logistics, personnel, finances, and collection and processing of environmental and geodetic data;
- c. Develops and maintains specialized navigation and survey systems including the Teleprobe system by conducting studies and initiating procurements for new equipment. Directs the efforts of the engineers and technicians staffing the Teleprobe laboratory;
- d. Prepares environmental reports for special study projects for other Naval activities; and,

e. Conducts liaison with the Fleet users of branch products and with other agencies, institutions and foreign governments and maintains a capability to respond to emergency survey or search operations.

#### PROCESSING AND ANALYSIS SECTION

(CODE 7112)

##### DUTIES

a. Processes and analyzes oceanographic environmental data, interprets data in terms of requirements, and prepares special charts and publications which have direct application to user requirements;

b. Reviews products for technical accuracy and adherence to publications standards;

c. Maintains visibility and ocean bottom photograph data banks and manages optics/visibility laboratory;

d. Maintains special data banks for submarine operations; and,

e. Provides integrated analytical support to special programs.

#### GEOLOGY SECTION

(CODE 7113)

##### DUTIES

a. Conducts geoacoustic, engineering properties, sedimentological and geochemical analyses of marine sediment samples;

b. Conducts multidisciplined studies of the ocean bottom and provides consultation for military problems involving sediment sound speed, sea floor engineering properties, sedimentary structure, distribution, transport, analytical techniques and instrumentation;

c. Responsible for safety and proper operation of x-ray, sediment sound velocimeter, vane shear and other geological instrumentation both in the laboratory and aboard survey vessels;

d. Provides personnel and material support to accomplish geoacoustic and geotechnical analyses aboard survey ships;

e. Maintains geological laboratory facilities, sample repositories, and seafloor data bank;

f. Processes bottom samples and publishes laboratory data reports for the Office and other Navy facilities and commands; and,

g. Establishes and operates field laboratories.

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CHEMISTRY/BIOLOGY SECTION

(CODE 7114)

DUTIES

- a. Conducts oceanographic surveys and studies involving the measurement of chemical parameters;
- b. Conducts biological oceanographic surveys and studies involving bioluminescence, biofouling, and environmental/ecological monitoring and protection;
- c. Conducts chemical and biological analysis of seawater and marine biological samples, and provides reports based on analytical results;
- d. Maintains biological and chemical laboratory facilities, sample repositories, and sample collection equipment;
- e. Prepares descriptive reports on biological factors that impact on military planning and operations;
- f. Maintains the Office's scientific diving capability including custody of the diving locker, and provides diver support to Office operations as required; and,
- g. Maintains expertise in state of the art chemical and biological oceanographic science and technology, thereby allowing rapid response to emergent Naval requirements.

COASTAL BRANCH

(CODE 7120)

DUTIES

- a. Plans and conducts shallow water environmental surveys in U. S. and foreign waters in response to U. S., NATO, and other navies' requirements in support of mine, amphibious, and inshore undersea warfare;
- b. Processes and analyzes survey data and prepares special reports for U. S., NATO and other foreign navy use;
- c. Prepares and publishes Mine Warfare Pilots and Charts and provides climatology and sea ice inputs to Oceanographic Department multidisciplinary publications;
- d. Maintains appropriate data files; and,
- e. Coordinates the preparation and production of Oceanographic Department inter-disciplinary publications, ensuring adherence and responsiveness to Fleet requirements, application of appropriate operational transforms, and conformity to Office and Department publication standards.

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## PLANS AND OPERATIONS SECTION

(CODE 7121)

## DUTIES

- a. Plans and conducts multidisciplinary surveys which include the geological, geophysical, and physical aspects of the shallow water environment in support of mine warfare, amphibious, and inshore undersea warfare operations and weapons;
- b. Maintains control and coordinates logistic requirements of instrumentation unique to mine warfare and shallow water oceanographic surveys;
- c. Reviews requirements, conducts associated liaison necessary to plan and schedule ships for survey operations;
- d. Processes, analyzes, and prepares reports based on survey data collected; and,
- e. Maintains data files for shallow water environmental data relating to mining and mine countermeasures, and responds to special requests for these data.

## PROCESSING AND ANALYSIS SECTION

(CODE 7122)

## DUTIES

- a. Produces Mine Warfare Pilots and charts and provides climatology and sea ice inputs to Oceanographic Department publications such as Environmental Guides and CAPTOR Guides;
- b. Responds to established or unscheduled shallow water requirements by compiling, evaluating, and analyzing pertinent environmental data required by military planning and operations;
- c. Maintains pertinent data files and develops suitable Automatic Data Processing (ADP) formats for presentation and publication of data; and,
- d. Participates in field operations of the branch.

## PUBLICATIONS SECTION

(CODE 7123)

## DUTIES

- a. Coordinates the preparation and production of formal Oceanographic Department publications that require technical inputs from the various divisions within the Department such as Mine Warfare Pilots, Environmental Guides and CAPTOR Guides;
- b. Reviews and assesses requirements in relation to publication content and usefulness for Fleet planning, operations and tactical support; ensures that appropriate operational transforms are applied;



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c. Provides guidance on publication format, provides specifications and assigns responsibilities and product milestones in consultation with contributing divisions, department and program managers; and,

d. Manages the compilation, coordinates illustrating support, and prepares general textual material for these departmental publications.

OCEAN PROJECTS DIVISION

(CODE 7200)

RESPONSIBILITIES

Plans and conducts oceanographic surveys in deep ocean areas required for support of military systems, programs and operations. Processes, analyzes and interprets results in terms of their application to military requirements. Maintains appropriate data files. Compiles and produces charts, publications and products which support Navy systems and operations.

PHYSICAL OCEANOGRAPHY BRANCH

(CODE 7210)

DUTIES

a. Plans and conducts deep water physical oceanographic surveys worldwide to support a broad spectrum of Anti-Submarine Warfare (ASW), Undersea Submarine Warfare (USW) and other Navy system requirements;

b. Develops and maintains physical oceanographic data files, data bases, and models;

c. Processes and evaluates physical oceanographic survey data;

d. Plans for and performs surveys to provide ground truth data for satellite and remote sensor systems in support of Navy programs;

e. Compiles and analyzes survey data and using these data, in-house data files, data bases, and models; and conducts studies and prepares reports on physical oceanography as required by the Navy and other users;

f. Develops and utilizes various ADP techniques for the archival, analysis and display of physical oceanographic data; and,

g. Manages the procurement, operation and maintenance of physical oceanographic equipment used in-house and in the field.

PRODUCTS AND REPORTS SECTION

(CODE 7211)

DUTIES

a. Prepares physical oceanographic products both as independent reports or summaries and as sections included in multidisciplinary documents such as

Environmental Guides, Submarine Notebooks, Planning Guides, atlases, and pilot charts;

b. Constructs and maintains Generalized Digital Environmental Models (GDEM) for ocean areas as required and develops ADP techniques for analysis and display of data from the model and branch data bases and files;

c. Ensures technical accuracy of section generated products and reviews branch publications for adherence to publication standards;

d. Responds to internal and external requests for limited scope studies and products;

e. Implements the incorporation of new measurement systems and techniques and processes, analyzes, and reports on data collected by these and other systems as required; and,

f. Plans and participates in physical oceanographic field operations.

#### DATA MANAGEMENT SECTION

(CODE 7212)

##### DUTIES

a. Locates, evaluates, acquires and archives physical oceanographic data from all sources. Maintains automated files and data bases for the branch;

b. Processes, evaluates, quality controls and archives physical oceanographic data collected by or for the branch. Assures quality standards are met for all data archived in files or data bases;

c. Provides ADP techniques for the processing, archival, retrieval and display of physical oceanographic data held by the branch;

d. Responds to internal and external requests for physical oceanographic data; and,

e. Participates in physical oceanographic field operations.

#### ANALYSIS SECTION

(CODE 7213)

##### DUTIES

a. Analyzes and interprets requirements and translates them into environmental objectives which identify products and methods or procedures to be used in response to these requirements;

b. Analyzes existing and collected physical oceanographic data as necessary to meet user requirements. Prepares reports on the results of these analyses as required;

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c. Reviews new and in-house existing data collection, processing and analysis systems and develops and guides implementation of improvements as appropriate;

d. Evaluates in-house and externally developed environmental models for application to branch needs. Develops improvements to existing models and/or new models as required to meet present or anticipated requirements; and,

e. Plans and participates in physical oceanographic field operations.

MEASUREMENT SUPPORT SECTION

(CODE 7214)

DUTIES

a. Plans and participates in physical oceanographic field operations. Coordinates all survey plans and specifications which involve the utilization of branch assets and when appropriate, evaluates these plans for conformance with accepted standards such as regards classification, format, operational feasibility and equipment requirements;

b. Initiates, coordinates and reviews branch logistic requirements for all aspects of in-house and field operations. This includes the procurement, maintenance and operation of branch oceanographic instrumentation;

c. Initiates, coordinates and reviews branch requirements for ADP including software development and ADP equipment and system acquisition; and,

d. Manages the current meter/moored array deployment, retrieval and equipment acquisition and maintenance effort for the branch.

GEOLOGY AND GEOPHYSICS BRANCH

(CODE 7220)

DUTIES

a. Plans and conducts geological and geophysical surveys;

b. Processes and analyzes survey data and data from other sources. Prepares charts and publications, summarizing findings for direct Fleet use and as an input to various acoustic models;

c. Develops geological and geophysical models (geoacoustic parameters) of the ocean bottom and sub-bottom in areas of strategic and tactical interest to the Navy; and,

d. Responsible for developing and managing geological and geophysical data.

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## ANALYSIS AND REPORTS SECTION

(CODE 7221)

## DUTIES

- a. Analyzes collected geological data and interprets results in terms of requirements;
- b. Prepares special charts and reports which have direct application to new requirements;
- c. Develops charts, tables and graphs showing geoacoustic parameters for the world's oceans;
- d. Analyzes and interprets sediment thickness, sediment interval velocities and geological structure data, both from historical and survey data standpoint;
- e. Prepares charts, tables and descriptive reports for inclusion in environmental guides for Fleet operations and tactics and related intra-departmental publications; and,
- f. Participates in oceanographic field operations.

## DATA MANAGEMENT SECTION

(CODE 7222)

## DUTIES

- a. Locates and acquires geological and geophysical data, charts and literature from all sources; evaluates the data and maintains automated catalogs and files as appropriate;
- b. Processes digital data and assures that all data in files meets quality control standards;
- c. Provides ADP techniques for retrieval, analysis and display of these data. Maintains inventories of geophysical and geological data including digital seismic data files, bottom sediment and core files and bottom photo files;
- d. Responds to internal and external requests for data; and,
- e. Participates in oceanographic field operations.

## MEASUREMENT SUPPORT SECTION

(CODE 7223)

## DUTIES

- a. Plans branch geological and geophysical surveys;
- b. Procures, maintains and is responsible for the operations of branch on station and underway geophysical instrumentation/equipment;

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c. Coordinates branch logistic requirements for all aspects of in-house and field operations; and,

d. Participates in oceanographic field operations.

PROJECT SUPPORT BRANCH

(CODE 7230)

DUTIES

a. Monitors survey progress and recommends/coordinates department actions relating to platforms, equipment, personnel, survey plans, and schedules;

b. Reviews validated requirements and prepares/reviews operational specifications and other documentation supporting survey operations;

c. Plans and conducts airborne oceanographic surveys;

d. Develops specifications and procures airborne remote sensing and ADP equipment;

e. Processes and analyzes airborne oceanographic data and prepares data reports and summaries; and,

f. Participates in shipboard and airborne survey operations.

ACOUSTIC PROJECTS DIVISION

(CODE 7300)

RESPONSIBILITIES

Plans and conducts acoustic surveys in support of military systems, programs and operations during which quantitative measurements are made of such acoustic phenomena as: Propagation; bottom reflectivity; reverberation and ambient noise. Performs signal processing, data analysis and interpretation of results in terms of their applications to Navy systems. Prepares various products, reports, studies and charts such as ambient noise and bottom loss charts and ASW Prediction Area Charts dealing with propagation conditions and bottom acoustic data bases. Monitors research and development activities in acoustical areas and applies new methods and techniques to operating systems.

PROPAGATION BRANCH

(CODE 7310)

DUTIES

a. Designs, plans and conducts surface ship, airborne and other acoustic surveys to collect quantitative acoustic propagation and bottom reflectivity data;

b. Analyzes data and interprets results in terms of requirements;

c. Prepares reports, studies or charts of these phenomena for Navy use;

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d. Establishes and maintains automated acoustic data bases for propagation and bottom reflectivity; and,

e. Monitors research and development activities and applies new results to propagation and bottom reflectivity surveys.

COLLECTION AND PROCESSING SECTION

(CODE 7311)

DUTIES

a. Designs, plans and conducts surface ship, airborne or other acoustic surveys to collect data on acoustic propagation and bottom reflectivity;

b. Processes these data in support of Navy systems;

c. Prepares technical data reports describing survey results and measurement techniques; and,

d. Monitors research and development activities and applies new results to propagation and bottom reflectivity data collection and processing.

CHARTS AND PUBLICATIONS SECTION

(CODE 7312)

DUTIES

a. Compiles, interprets and analyzes all propagation and bottom reflectivity data. Extends data to new areas or new applications through appropriate models;

b. Prepares special charts, studies and publications which have direct application to Navy Systems;

c. Establishes and maintains automated acoustic data bases for propagation and bottom reflectivity; and,

d. Monitors research and development activity and applies new results to analysis and interpretation of propagation and bottom reflectivity.

REVERBERATION AND NOISE BRANCH

(CODE 7320)

DUTIES

a. Designs, plans and conducts surface ship, airborne and other acoustic surveys to collect quantitative reverberation and ambient noise data;

b. Analyzes data and interprets results in terms of requirements;

c. Prepares reports, studies or charts of these phenomena for Navy use;

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d. Establishes and maintains automated acoustic data bases for reverberation and ambient noise; and,

e. Monitors research and development and applies new results to reverberation and ambient noise surveys and analyses.

COLLECTION AND PROCESSING SECTION

(CODE 7321)

DUTIES

a. Designs, plans and conducts surface ship, airborne and other acoustic surveys to collect data on reverberation and ambient noise;

b. Processes these data in support of Navy systems;

c. Prepares technical data reports describing survey results and measurement techniques; and,

d. Monitors research and development activities and applies new results to reverberation and ambient noise collection and processing techniques.

ANALYSIS AND REPORTS SECTION

(CODE 7322)

DUTIES

a. Compiles, analyzes and interprets all reverberation and ambient noise data;

b. Prepares reports, charts, or special publications of these phenomena for Fleet use;

c. Establishes and maintains automated acoustic data bases for reverberation and ambient noise; and,

d. Monitors research and development activity and applies new results to analysis and interpretation of reverberation and ambient noise data.

ACOUSTIC PREDICTION SUPPORT BRANCH

(CODE 7330)

DUTIES

a. Maintains an acoustic modeling and data base system;

b. Maintains quality control standards and audit trails for master file data bases;

c. Maintains estimation capability to address Fleet requirements through modeling;

d. Provides centralized and coordinated support for operation of the division's acoustic data collection facilities, related computer processing laboratory and acoustic modeling effort;

e. Conducts special purpose acoustic surveys;

f. Coordinates technical, logistic and administrative responsibilities for operations of the division; and,

g. Monitors research and development activities and applies new results to acoustic modeling and data base efforts.

#### DATA BASE SECTION

(CODE 7331)

##### DUTIES

a. Maintains data bases for acoustic prediction;

b. Maintains quality control standards for data entering master file data bases;

c. Provides expertise to acoustic signal processing systems;

d. Assists in maintaining logistics data bases for the division;

e. Interacts with Fleet to transfer data bases to Fleet machines;

f. Manages the signal processing and data base laboratory;

g. Prepares special reports and products; and,

h. Conducts special purpose acoustic surveys.

#### MODELING SECTION

(CODE 7332)

##### DUTIES

a. Maintains acoustic modeling system;

b. Responsible for having necessary estimation capability to meet Fleet requirements;

c. Provides guidance on location and type of future measurements;

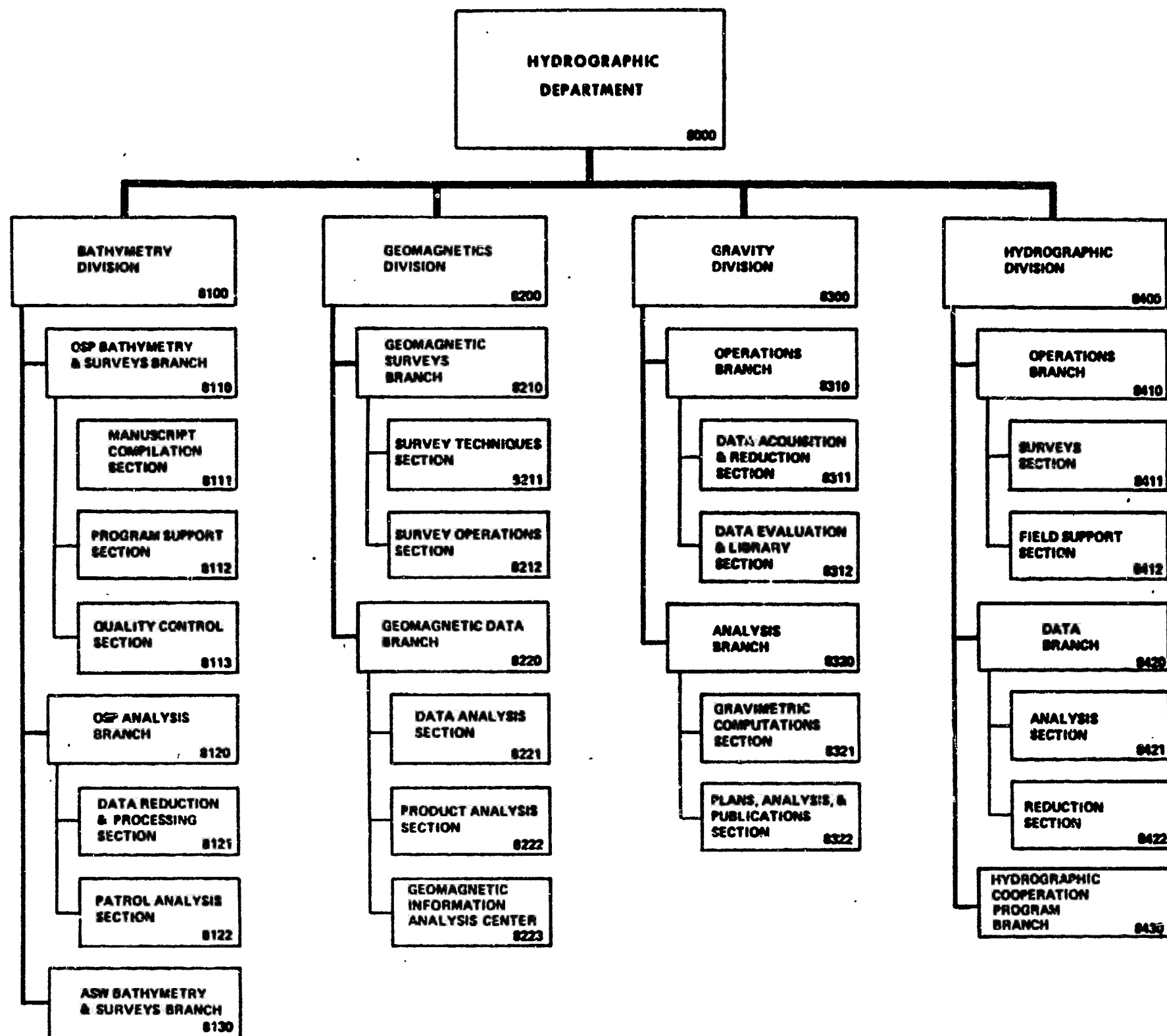
d. Interacts with Fleet in establishing predictive capabilities on Fleet machines;

e. Prepares special reports and products; and,

f. Conducts special purpose acoustic surveys.



SECTION 8000  
HYDROGRAPHIC DEPARTMENT  
ORGANIZATION AND FUNCTIONS



8000-2

DATE:

6 MAY 1985

APPROVED:

*Jmlean*

NAVAL OCEANOGRAPHIC OFFICE

HYDROGRAPHIC DEPARTMENT

HYDROGRAPHIC DEPARTMENT

(CODE 8000)

RESPONSIBILITIES

Under the guidance of the Director, Hydrographic Department, plans and conducts bathymetric, geodetic, geomagnetic, gravity and hydrographic surveys; analyzes and disseminates survey data and formulates requirements for improved survey techniques and facilities. Places special emphasis on developing comprehensive ship, survey and data processing specifications, on collecting data with optimum utilization of assigned resources and on making data available rapidly to consumers.

RELATIONSHIPS

Responsible to the Commanding Officer through the Scientific and Technical Director for assigned functions.

BATHYMETRY DIVISION

(CODE 8100)

RESPONSIBILITIES

Plans and conducts controlled deep-sea bathymetric surveys and related observations and investigations of a mission-oriented technical nature for the Ocean Survey Program (OSP), which supports Fleet Strategic Systems and for the CAESAR Project, which supports Anti-Submarine Warfare (ASW). Processes, analyzes and evaluates data collected by survey ships, assigned Fleet platforms and from other sources and compiles survey and supplemental data into bathymetric charts in hard copy and magnetic tape formats. Prepares and disseminates technical reports concerning these surveys and the evaluation of the use of resulting end products.

OCEAN SURVEY PROGRAM BATHYMETRY AND SURVEYS BRANCH

(CODE 8110)

DUTIES

- a. Prepares plans and specifications for and coordinates conduct of special controlled deep-sea bathymetric surveys and investigations of dangers to surface and subsurface navigation for the OSP;
- b. Analyzes input survey data from survey ships and special Fleet vessels. Collates this data with quality data from other sources and compiles it into various specific chart formats as specified by Fleet requirements;
- c. Edits in a quality control sense all chart manuscripts prior to release to other agencies (e.g., the Defense Mapping Agency Hydrographic and Topographic Center (DMAHTC) for lithographic and distribution services;
- d. Undertakes all special projects (those requiring the need of experienced bathymetrists and analysts) not directly associated with mainstream production;

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e. Conducts and maintains document and digital data base management, security material control, indexing, microfilming and limited reproduction services, as applies only to OSP data and documents; and,

f. Plans and conducts training in division OSP skill requirements.

MANUSCRIPT COMPILATION SECTION

(CODE 8111)

DUTIES

a. Reviews and analyzes bathymetric survey data in support of OSP and associated surveys;

b. Reviews field navigation and sonar data essential to the final compilation of special purpose navigation charts prior to editing and distribution;

c. Compiles the resulting field survey data and all other quality source data into various bathymetric chart formats and sounding and contour sheets as specified by Fleet requirements; and,

d. Plans and conducts training in skills required and procedures used in division efforts.

PROGRAM SUPPORT SECTION

(CODE 8112)

DUTIES

a. Plans and coordinates personnel scheduling and logistic support for OSP surveys and other bathymetric investigation and data collection programs for test-dive areas and special areas of interest. Coordinates field production and writes operational specifications;

b. Conducts research and analysis studies, prepares reports and recommends improvements to operational techniques and instrumentation used on survey vessels and for in-house production;

c. Plans and conducts all special projects falling within the OSP mission, but not part of mainstream surveys and production, such as: (1) in-depth analysis of developing survey problems; (2) planning, analysis, evaluation and compiling data into products for unique surveys or for special chart requests; and, (3) compiling and writing special reports and manuals;

d. Conducts and maintains document and digital data base management, security material control, indexing, microfilming and limited reproduction services, as applies only to OSP data and documents;

e. Supplies to other division mainstream production branches, external division, agencies and Fleet units, all data, documents, chart and magnetic tape products, and information in the form of computer generated catalogs; and,

f. Operates a remote computer terminal, identifies data elements, develops format, optimizes file structures, controls quality, converts files, updates disk and tape files, generates statistical summaries and computer reports (e.g., any reports required at specific intervals to provide accounting and inventory of Top Secret document control to the Naval Oceanographic Office (NAVOCEANO) Top Secret Data Control Officer).

QUALITY CONTROL SECTION

(CODE 8113)

DUTIES

a. Reviews and edits field and Office editions of Bathymetric Navigation Charts (BNC), Bathymetric Navigation Planning Charts (BNPC), and Precise Bathymetric Navigation Zone Charts (PBNZC) prior to their release to the Fleet;

b. Reviews and edits all other OSP products such as special purpose bathymetric charts and sounding and contour sheets as may be required and produced for numerous other agencies, academic institutions and for display purposes. Maintains liaison with related NAVOCEANO and DMAHTC components during their preparation; and,

c. Revises, edits and publishes NAVOCEANO special publications required for OSP surveying and Fleet requirements.

OCEAN SURVEY PROGRAM ANALYSIS BRANCH

(CODE 8120)

DUTIES

a. Analyzes, evaluates and processes navigational data obtained from surveys and other special sources;

b. Promotes more efficient use of special navigational charts and publications prepared in support of the OSP and related programs;

c. Develops, tests and evaluates improved methods and systems for the utilization and dissemination of observed bathymetric survey data;

d. Develops formulas, procedures and computer programs for the computation and analysis required by the work of the division; and,

e. Functions as a service organization to other branches in the division and to all units outside the division by use of Automatic Data Processing (ADP) equipment and processing all navigation and sonar data received from bathymetric surveys and other sources.

DATA REDUCTION AND PROCESSING SECTION

(CODE 8121)

DUTIES

a. Reduces and processes navigation and sonar data obtained from bathymetric surveys and analyzes and evaluates ADP outputs;

b. Coordinates development of techniques for utilization of advanced sonar and navigation equipment in surveying and charting; and,

c. Manages operations of division ADP equipment, which include scheduling ADP work production control and coordinating equipment maintenance, etc.

PATROL ANALYSIS SECTION

(CODE 8122)

DUTIES

a. Analyzes patrol use of special navigational products prepared under the OSP;

b. Prepares reports, based on user performance, designed to promote more efficient use of OSP products;

c. Provides software support for the analysis function; and,

d. Prepares special navigation products, including charts and publications, for patrol utilization; those products include the Bathymetric Depth Storage Tape (BDST), Bathymetric Depth Supplemental Listing (BDSL), Bathymetric Depth Zone Listing (BDZL) and the Manual of Procedures for Precise Bathymetric Navigation.

ANTI-SUBMARINE WARFARE BATHYMETRY AND SURVEYS BRANCH

(CODE 8130)

DUTIES

a. Plans, organizes, directs and coordinates execution of ASW Project CAESAR surveys and other bathymetric investigation and data collection programs such as for test dive areas, tactical ranges and dredge spoil areas;

b. Coordinates field production, writing operational specifications and logistical requirements for ASW Project CAESAR surveys;

c. Plans and conducts all special projects falling within the branch mission, but not part of mainstream surveys and production, such as: (1) in-depth analysis of developing survey problems; (2) planning, analysis and evaluation of data for unique surveys; and, (3) compiling and writing special reports and manuals;

d. Maintains survey and other bathymetric data resources for support of division bathymetric and navigational products;

e. Plans, analyzes, evaluates and compiles bathymetric data into unique products for survey planning and to meet special chart requirements, evaluating and interpreting pertinent geophysical and bathymetric data to determine the geomorphology of the ocean floor;

f. Maintains control of and documents special category surveys not included in the OSP. As site of the NAVOCEANO's Bathymetric Data Coordinator, maintains currency with status of worldwide bathymetric data resources;

g. Manages the CAESAR and world bathymetric data base, security material control, indexing and reporting functions in support of NAVOCEANO and other Navy requirements as pertains only to these programs and data bases;

h. Evaluates and interprets pertinent geophysical and bathymetric data to determine geomorphology of the ocean floor in support of requirements of the Office and the Fleet;

i. Compiles the resulting field survey data and all other quality source data into various bathymetric chart formats, physiographic diagrams and sounding and contour sheets as specified by Fleet requirements;

j. Reviews and edits all other non-OSP products such as: (1) any ASW chart products; (2) special purpose geomorphologic bathymetric charts; and, (3) physiographic diagrams and sounding and contour sheets as may be required and produced for numerous other agencies, academic institutions and for display purposes. Maintains liaison with related NAVOCEANO and DMAHTC components during their preparation; and,

k. Plans and conducts training in branch skill requirements and ASW survey methodology.

#### GEOMAGNETICS DIVISION

(CODE 8200)

#### RESPONSIBILITIES

Plans and conducts worldwide geomagnetic surveys and other special investigations. Determines platform and instrumentation requirements. Coordinates surveys with support activities. Processes and analyzes resultant data. Prepares and disseminates charts, geomagnetic field models and reports. Evaluates final products. Operates the Geomagnetic Information Analysis Center and maintains control responsibility under Defense Mapping Agency (DMA) guidance of the Department of Defense (DOD) Geomagnetic Data Library.

#### GEOMAGNETIC SURVEYS BRANCH

(CODE 8210)

#### DUTIES

a. Develops survey plans based upon validated programs and special projects and carries out airborne, shipboard, land and station measurement programs as required;

b. Develops new survey techniques by adapting and applying new magnetometers, attitude reference systems, navigational systems, computers and advances in the science of geophysics;

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c. Develops quarterly airborne clearance requests and survey specifications;

d. Coordinates plans with military area commands and Oceanographic Development Squadron EIGHT (OCEANDEVRON-EIGHT);

e. Provides technical expertise and technical representation for aircraft and ship modification, procurement of advanced hardware, and administration of maintenance and of Research, Development, Test and Evaluation (RDT&E) contracts;

f. Analyzes airborne navigational data;

g. Maintains quality control of field geomagnetic data and platform attitude and position data; and,

h. Coordinates activities of Survey Techniques Section and Survey Operations Section.

#### SURVEY TECHNIQUES SECTION

(CODE 8211)

##### DUTIES

a. Studies new magnetometers, attitude reference devices, navigational systems, advanced microprocessors, computer and peripheral equipment for use on survey platforms to meet and maintain survey requirements;

b. Develops mid-range and long-range equipment procurement plans;

c. Generates equipment procurement specifications, provides technical expertise and technical representation for aircraft and ship modification;

d. Administers maintenance and RDT&E contracts;

e. Develops new survey techniques;

f. Writes technical reports/user manuals;

g. Directs and manages maintenance support activities during survey operations and survey preparations; and,

h. Conducts in-house training and cross-training.

#### SURVEY OPERATIONS SECTION

(CODE 8212)

##### DUTIES

a. Plans annual shipboard and airborne surveys;

b. Prepares quarterly aircraft clearance requests and survey specifications;



- c. Coordinates airborne survey plans and operations with OCEANDEVIRON-EIGHT;
- d. Conducts airborne, shipboard, land and station magnetic measurements;
- e. Provides post-survey data evaluation and quality control;
- f. Maintains quality control over geomagnetic platform attitude and positioning instrumentation/information; and,
- g. Conducts in-house training and cross-training.

GEOMAGNETIC DATA BRANCH

(CODE 8220)

DUTIES

- a. Develops data processing, analysis and display techniques and analyzes geomagnetic data;
- b. Develops Mapping, Charting and Geodesy (MC&G) products to meet validated Navy and DOD requirements in coordination with users;
- c. Generates technical information packages and training syllabi for the appropriate Naval training commands to introduce and train users in new MC&G products;
- d. Manages the Geomagnetic Information Analysis Center which includes maintaining the DOD Geomagnetic Data Library;
- e. Develops unique and novel MC&G products to meet requests for information and analysis, and services requests by DOD Geomagnetic Data Library users;
- f. Provides technical expertise and technical representation for procurement of advanced ADP hardware, administration of division ADP maintenance contracts, RDT&E contracts and maintains quality control of geomagnetic data during processing;
- g. Maintains quality control of MC&G products; and,
- h. Coordinates activities of Data Analysis Section and Product Analysis Section.

DATA ANALYSIS SECTION

(CODE 8221)

DUTIES

- a. Reduces, processes, corrects and analyzes scalar, vector, high-sensitivity, temporal and gradient magnetic data;

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- b. Analyzes attitude data and navigation data;
- c. Develops data processing techniques, improves data display and magnetic filtering techniques;
- d. Maintains quality control of processed magnetic, attitude and navigation data;
- e. Monitors maintenance contracts for and manages division ADP office equipment; and,
- f. Conducts in-house training and cross-training.

PRODUCT ANALYSIS SECTION

(CODE 8222)

DUTIES

- a. Constructs and forwards MC&G chart products;
- b. Develops and improves MC&G products, maintains liaison with MC&G product users;
- c. Prepares training and tactical manuals for Fleet users;
- d. Conducts Fleet applications analyses;
- e. Writes technical reports and interpretations; and,
- f. Conducts in-house training and cross-training.

GEOMAGNETIC INFORMATION ANALYSIS CENTER

(CODE 8223)

DUTIES

- a. Acquires, selects, evaluates, analyzes and synthesizes information specifically related to geomagnetism;
- b. Compiles, repackages and/or otherwise organizes information in a form that is authoritative, timely, and useful to Navy, management, and others concerned with geomagnetism, including the scientific community;
- c. Consults with scientific and military experts both informally and in organized forums to examine and resolve known and potential problems in geomagnetism; and,
- d. Operates the DOD Geomagnetic Data Library.

GRAVITY DIVISION

(CODE 8300)

RESPONSIBILITIES

Observes, reduces, evaluates and plots the magnitude of anomalous gravity. Computes, collates, charts and publishes geophysical phenomena derived from anomalous gravity and specifies instrumentation required to achieve these foregoing activities. Analyzes military requirements for gravity and proposes implementing survey programs.

OPERATIONS BRANCH

(CODE 8310)

DUTIES

- a. Develops plans and specifications for and conducts gravity surveys of selected areas aboard survey ships and aircraft;
- b. Processes and evaluates the survey data and compiles along with existing gravity data and data from other sources;
- c. Maintains appropriate data files to provide gravity data to the DOD Gravity Library and other users;
- d. Plans for procurement and maintenance of gravity meters necessary to conduct surveys; and,
- e. Maintains standards for control and application of gravity data.

DATA ACQUISITION AND REDUCTION SECTION

(CODE 8311)

DUTIES

- a. Prepares specifications, assigns personnel and gravity instruments to accomplish surveys onboard ships and aircraft;
- b. Prepares plans for, installs, maintains and calibrates gravity survey equipment aboard survey ships and aircraft and trains personnel in its operations and use;
- c. Prepares technical specifications for the procurement and maintenance of gravity instruments in support of field surveys; and,
- d. Processes, reduces and prepares for evaluation, gravity survey data (including navigation and bathymetry) and develops data processing and analysis techniques.

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## DATA EVALUATION AND LIBRARY SECTION

(CODE 8312)

### DUTIES

- a. Evaluates, edits and maintains an operational bank of gravity survey data;
- b. Obtains gravity data from other sources for assimilation with Navy data;
- c. Generates and maintains datum control and prepares gravity data as required for the Analysis Branch to meet Navy and DOD requirements;
- d. Furnishes evaluated gravity data (including bathymetry) to the DOD Gravity Library and other agencies and contractors as required for special projects;
- e. Makes available all unclassified gravity data to the Environmental Data and Information Service of the National Oceanic and Atmospheric Administration for accessibility by the civilian community; and,
- f. Maintains and operates the ADP equipment (plotters, key punches, computer terminals, etc.) in the branch.

## ANALYSIS BRANCH

(CODE 8320)

### DUTIES

- a. Performs analysis and computations on gravity and satellite data to provide areal data coverage necessary for computations of various gravimetric parameters to meet specific DOD and Navy requirements;
- b. Utilizes data provided by the Operations Branch, the DOD Gravity Library and the Naval Surface Weapons Center to develop a computational data base;
- c. Analyzes, evaluates and extrapolates values as required, using satellite, altimetry, bathymetry and/or topography to obtain realistic values for derived gravimetric parameters;
- d. Plans and performs spectral analysis on exploratory surveys to determine minimum survey requirements to fully meet DOD product specifications;
- e. Provides project area average and mean anomalies to Navy and contractor laboratories and the United Kingdom as required to support cooperative programs;
- f. Computes deflections of the vertical, undulations of the geoid and provides required products in various specific formats directly to the operating units. Provides estimates of vertical deflections to missile tracking ships in unsurveyed areas as requested;

g. Analyzes reports of vertical deflection errors to determine whether additional survey is required; and,

h. Investigates new techniques for data assimilation and applications.

#### GRAVIMETRIC COMPUTATIONS SECTION

(CODE 8321)

##### DUTIES

a. Receives, edits, analyzes and assimilates gravity survey data and prepares a data base depicting the areal anomalous gravity field to the density and accuracy necessary for computations of the high frequency components of deflections of the vertical;

b. Receives, edits, adjusts and assimilates satellite altimetry data necessary to delineate and undulations of the geoid to a density and accuracy required to compute the low frequency components of deflections of the vertical; and,

c. Generates and maintains a worldwide vertical deflection and taper data file through the combination of the high and low frequency components in a format and degree of accuracy to meet Navy specifications and requirements.

#### PLANS, ANALYSIS AND PUBLICATIONS SECTION

(CODE 8322)

##### DUTIES

a. Translates Fleet requirements into data requirements; determines locations for exploratory gravity surveys and performs spectral analysis on the results of these surveys to determine density of final survey coverages;

b. Generates and analyzes error co-variance spectra based upon exploratory survey tracks; performs the analysis of product feedback from users; coordinates internal and external data requirements including all survey coverage requirements; and,

c. Publishes vertical deflection data, texts and graphics in the format specified by Fleet users; prepares graphics and special publications as requested by DOD agencies and Navy contractors; coordinates the production and publication of branch graphics.

#### HYDROGRAPHIC DIVISION

(CODE 8400)

##### RESPONSIBILITIES

Plans and conducts worldwide hydrographic surveys and supporting geodesy. Coordinates bilateral agreements with selected foreign countries and provides ongoing technical assistance and resources to further develop their capabilities to conduct hydrographic surveys and publish charts. Specifies instrumentation

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and procedures to be used in accomplishing all the foregoing. Analyzes, processes, edits and evaluates data collected and provides these data to the DOD Bathymetric and Geodetic Data Libraries. Maintains liaison with U. S. and foreign governmental and private activities engaged in similar work. Responsible for planning, budgeting and controlling the proper expenditure of the resources required to successfully conduct the hydrographic survey efforts. Also plans the expenditures of contract funds for hydrographic surveys and monitors the progress and reviews/accepts the final products of these surveys.

## OPERATIONS BRANCH

(CODE 8410)

## DUTIES

a. Develops plans and specifications, prepares for, conducts and reports upon harbor, coastal, strategic strait and submarine trial area surveys in support of military hydrographic and geodetic requirements;

b. Maintains appropriated hydrographic and geodetic data information files and provides this information in support of these requirements;

c. Proposes improved hydrographic surveying techniques through investigations and analyses;

d. Responsible for the purchasing and testing of equipment necessary to accomplish the assigned tasks; and,

e. Plans for and monitors contractual hydrographic surveys.

## SURVEYS SECTION

(CODE 8411)

## DUTIES

a. Prepares plans and specifications, assigns personnel to accomplish hydrographic and geodetic surveys and evaluates and processes the field survey data to ensure validity;

b. Prepares field plotting sheets for survey operations and assemblies, prepares and distributes field operational reports; and,

c. Monitors the technical quality and progress of hydrographic contractual services.

## FIELD SUPPORT SECTION

(CODE 8412)

## DUTIES

a. Through research and analyses of state-of-the-art technology, recommends improvements in hydrographic data collection methods and instrumentation;

b. Ensures, within resource constraints, the purchase, repair, maintenance, calibration, accountability and provisioning of hydrographic and geodetic equipment, supplies and publications; and,

c. Provides hydrographic training to civilian and military personnel.

DATA BRANCH

(CODE 8420)

DUTIES

a. Analyzes, processes, evaluates and distributes geodetic, hydrographic, tidal and navigation data collected from harbor, coastal, strategic strait and submarine trial areas;

b. Provides these data to the DOD Bathymetric Data and Geodetic Data Libraries;

c. Through investigations and analyses, recommends improved data processing methods and instrumentation and the purchase of associated equipment;

d. Conducts shipboard ADP systems analysis, design, development and training for hydrographic and geodetic data collection and processing;

e. Analyzes, tests and evaluates mathematical methods for these applications;

f. Conducts continual systems software maintenance and improvements; and,

g. Maintains ADP software records and reports related to geodesy and hydrography.

ANALYSIS SECTION

(CODE 8421)

DUTIES

a. Develops and provides geodetic formulas, techniques, training and guidelines for survey plans and specifications;

b. Processes, analyzes and distributes geodetic data;

c. Through investigations, tests and evaluations, recommends survey and in-house improvements in geodetic methods and equipment purchase, maintenance and calibration;

d. Develops and maintains shipboard software for the division through systems analysis, design and programming; and,

e. Maintains a library and history of current and developing shipboard and in-house software.

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REDUCTION SECTION

(CODE 8422)

DUTIES

- a. Provides the initial in-house evaluation and report on hydrographic, tidal, navigational and bottom characteristics data collected in assigned areas;
- b. Processes, edits and distributes this information and final reports to the DOD Bathymetric Data Library;
- c. Provides guidelines for the development of hydrographic plans and specifications; and,
- d. Maintains archival files of all hydrographic and geodetic data collected by the division.

HYDROGRAPHIC COOPERATION PROGRAM BRANCH

(CODE 8430)

DUTIES

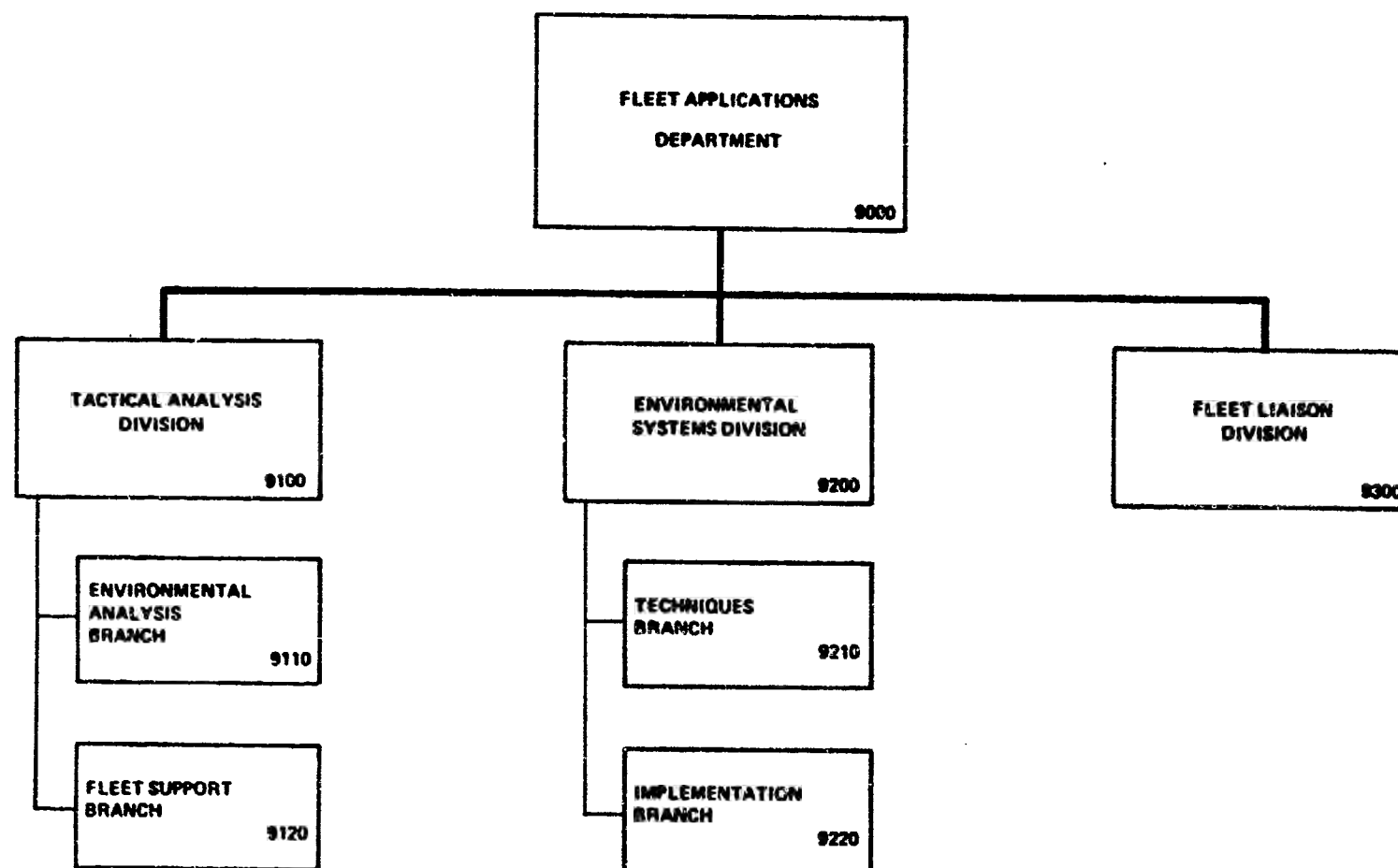
- a. Negotiates operational aspects and implements agreements between the Office and Hydrographic Cooperation Program (HYCOOP) country officials;
- b. Provides HYCOOP countries with technical assistance and advice to further their hydrographic survey and chart publication capabilities;
- c. Serves as the principal point of contact and coordination between the NAVOCEANO and foreign officials in determining survey requirements for HYCOOP countries;
- d. Through regional coordinators and technical staff, oversees HYCOOP operations conducted in participating countries to guarantee achievement of U. S. Navy and International Hydrographic Bureau standards;
- e. Arranges for the loan of hydrographic equipment to HYCOOP countries;
- f. Utilizes contracts in-country to supplement survey platform, equipment and data acquisition capability;
- g. Maintains close contacts within the Office and liaison with other government charting agencies to assure a knowledge of all new survey equipment, techniques and planned charting programs; and,
- h. Reviews all requests for on-the-job and formal training to foreign personnel engaged in HYCOOP operations and supervises the instruction through regional coordinators.



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SECTION 9000  
FLEET APPLICATIONS DEPARTMENT  
ORGANIZATION AND FUNCTIONS

9000-2



DATE:

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APPROVED:

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NAVAL OCEANOGRAPHIC OFFICE

FLEET APPLICATIONS DEPARTMENT

6 MAY 1985

## FLEET APPLICATIONS DEPARTMENT

(CODE 9000)

## RESPONSIBILITIES

Under the guidance of the Director, Fleet Applications Department, identifies applications of oceanography to Fleet operations with particular emphasis on real-time, tactical situations. Participates in Fleet exercises to evaluate the adequacy of existing environmental systems and to define requirements for new services. Establishes automated environmental Anti-Submarine Warfare (ASW) prediction systems for Navy ASW Operational Control Centers and designated ASW platforms; and implements and supports these systems which are continually used by the Fleet for ASW forecasting and decision-making. Develops, evaluates and integrates software products for specified prediction systems. Revises and updates ocean predictions and applications manuals as warranted and reviews tactical manuals for adequacy of environmental input. Conducts special studies and provides forecasts in response to Fleet requests for oceanographic and meteorological information on a specialized and complex nature not routinely provided by the Naval Oceanography Command. Prepares detailed oceanographic analyses including interpretation of acoustic impact for Fleet ASW exercise reconstruction. Provides technical and administrative guidance to internal components and projects; and maintains liaison with other components of the Naval Oceanographic Office (NAVOCEANO) and the oceanographic community.

## RELATIONSHIPS

Responsible to the Commanding Officer through the Scientific and Technical Director for the above outlined responsibilities.

## TACTICAL ANALYSIS DIVISION

(CODE 9100)

## RESPONSIBILITIES

Documents the effects and tactical importance of oceanographic features, including oceanic fronts and eddies, on underwater detection system performance. Provides the Fleet with detailed oceanographic acoustic forecasts and environmental reconstructions for ASW/USW exercises. Maps world ocean fronts and prepares detailed evaluations of their effects and optimum use during ASW/USW operations. Prepares or revises, when necessary, environmental portions of Fleet tactical and procedural manuals. Assumes responsibility for the completion of short-term or special interest studies which deal with all aspects of the ocean environment. Supports Fleet activities.

## ENVIRONMENTAL ANALYSIS BRANCH

(CODE 9110)

## DUTIES

- a. Maps oceanic fronts and eddies in strategic ASW/USW operating areas;
- b. Establishes automated techniques for utilization of satellite imagery in defining oceanic fronts and eddies, on a real-time basis, for use in on-scene prediction systems;

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c. Documents the effects of these ocean features on Naval tactics and detection systems, utilizing both field exercises and acoustic models to arrive at quantitative answers; and,

d. Reviews tactical and operational publications for accuracy and adequacy of environmental content.

FLEET SUPPORT BRANCH

(CODE 9120)

DUTIES

a. Plans and participates in joint Fleet/NAVOCEANO exercises to develop and evaluate tactical implications and applications of environmental effects in direct support of validated Fleet requirements;

b. Develops new analytical and display techniques to optimize tactical use of environmental information;

c. Prepares ocean analyses and provides special support, including ocean forecasts based on historical and synoptic information, for complex Fleet ASW/USW operations;

d. Determines new requirements and introduces new applications for Tactical Analysis Division products; and,

e. Participates in Naval exercises to ascertain whether the environment is being used to best advantage and prepares detailed environmental reconstructions for Fleet exercises in terms of acoustic impact.

ENVIRONMENTAL SYSTEMS DIVISION

(CODE 9200)

RESPONSIBILITIES

Establishes new real-time, on-scene prediction programs which convert locally obtained environmental information to products of direct application to military operations. Develops, implements and supports automated environmental/ASW prediction systems which utilize these programs. These systems are primarily installed in land-based patrol aircraft, surface ships and submarines. Develops, evaluates and integrates environmental/ASW software products for specified prediction system. Interfaces with various research and development laboratories to feed back new requirements for future developments in support of Fleet units. Provides necessary direct Fleet support for these prediction systems to ensure continued operational effectiveness. Adapts oceanographic, meteorological, acoustical, and tactical models to mini-computers to facilitate testing in-house as well as in the field during selected Fleet operations. Formulates new techniques for displaying environmental data in a tactical frame of reference. Prepares comprehensive guides and manuals for at-sea tacticians and operators describing system applications and program documentations. Develops and manages NAVOCEANO environmental prediction systems such as Integrated Command ASW Prediction System (ICAPS), Geophysics Fleet Mission Program Library (GF MPL) and Tactical Environmental Support System (TESS).

TECHNIQUES BRANCH

(CODE 9210)

DUTIES

- a. Adapts environmental/acoustical/tactical programs (including new historical oceanographic data files, tactical application models, oceanographic and meteorological prediction techniques and short-range optimum sonar routing routines) to test computers;
- b. Conducts studies to increase the effectiveness of Fleet operations through improvement of computerized oceanographic and meteorological products used for on-scene predictions, application of these data (on-scene observations, climatological and historical) and display formats. Conducts investigations designed to provide environmental, acoustic, and tactical indices for on-scene prediction systems (such as ICAPS and TESS). Tests and evaluates new indices/techniques both in-house and on-scene, to determine their potential for use in on-scene prediction systems;
- c. Develops new techniques of blending deep historical thermal profiles to observed bathythermograph traces, as well as more effective ways of presenting oceanographic data from an acoustical and tactical frame of reference;
- d. Develops oceanographic and meteorological products for various oceanic areas and determines guidelines for the operational use of these products. Reviews new and existing oceanographic and meteorological products for adaptation to TESS requirements. Tailors products to specific system specifications;
- e. Devises new techniques as required to take environmental prediction problems from inception to implementation of solution stages. Collects data sets of appropriate environmental information and correlates their interaction to solve specified prediction problems;
- f. Verifies and improves environmental data bases of specified on-scene prediction systems, e.g., ICAPS and TESS;
- g. Conducts on-scene application training of both operators and command user of the system;
- h. Prepares detailed program specifications and documentation, as well as operator/user manuals; and,
- i. Prepares plans outlining evaluation methods. Assigns personnel to direct the evaluation, gather oceanographic and acoustic data, and recommends modification to software to reflect results of field evaluations.

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IMPLEMENTATION BRANCH

(CODE 9220)

DUTIES

- a. Comprehensive involvement in software life-cycle activities including: analysis, design, code and debug, test and integration, test and evaluation, distribution, operation and support;
- b. Implements operational software (includes both applications and system test software) into Fleet platforms such as the CV-ASW Module (aircraft carriers), ASW Operation Centers in support of patrol squadron aircraft and the platform/locations as required to support Fleet operations;
- c. Coordinates with specific commands and organizations alternative approaches and methodologies to problem solving. This includes involvement in both hardware and software requirements and definitions. Prepares detailed plans and establishes milestones to accomplish required tasks, such as in the TESS development effort;
- d. Performs required software conversions from in-house or other computer configurations to target computer configuration. Performs concomitant program validation tests on target computer configuration to assure accuracy of conversion;
- e. Acts as software support activity, performing configuration management functions for environmental software (e.g., ICAPS, TESS) for all operational sites;
- f. Conducts on-scene training of both operators and command users of the system;
- g. Prepares detailed program specifications and documentation, as well as operator/user manuals, and maintains configuration control of the documents;
- h. Conducts liaison with Fleet commands to schedule evaluation and/or on-scene assistance to optimize system utilization;
- i. Prepares plans outlining evaluation methods. Assigns personnel to direct the evaluation, gather oceanographic and acoustic data, and perform minor modification to software to reflect results of field evaluations; and,
- j. Maintains developmental computer configuration of both in-house and field use.

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## FLEET LIAISON DIVISION

(CODE 9300)

## RESPONSIBILITIES

Serves as the principal point of contact and coordination between the Office and Fleet Commands through Fleet Representatives (FLT REPS) for identifying Fleet environmental problems, translates these problems into oceanographic/environmental requirements for Fleet submission through appropriate channels. Effects a vital communications link between NAVOCEANO and Fleet operators and users of NAVOCEANO products and services. Through FLT REPS assigned to select major Naval Commands, provides scientific and technical assistance, when and where required, ensuring that (1) the Fleet operator is continually aware of the criticality of the ocean environment to the Navy's at-sea operations and (2) that oceanographic products adequately reflect user needs and requirements. NAVOCEANO FLT REPS are currently assigned to key commands: USCINCPAC (Pearl Harbor, Hawaii); USCINCLANT (Norfolk, VA); COMAREASWFOR SIXTHFLT (Naples, Italy); COMASWWINGPAC (San Diego, CA); and, COMSUBDEVRONTWELVE (New London, CT). Participates as member of Navy Science Assistance Program, under the aegis of Director of Navy Laboratories, and provides quick reaction scientific and technical services to major Navy commands and Marine Corps operational commands in direct support of efforts intended to improve Fleet readiness.